

Annual Tasks for Head Teachers

Annual Plan and Budget

The Head Teacher is responsible for planning and budgeting. This includes developing an annual plan and budget for the school, monitoring actual finances against the budget and reporting on financial performance to the PEO. Annual plans and budgets shall be drawn up in consultation with the School Committee.

Enrolment of New Pupils

At the end of the second term of the year (usually late August) Heads should begin to make a list of the names of all the new children who will be joining the school at the start of the next school year in February.

Here are some things that you should try to do to find the names of the all the new children for the following year's Year One:-

1. Ask all the pupils in your school if they have any brothers or sisters likely to be starting school the following year.
2. Speak to the members of your school committee and ask for their help in finding the names.
3. Visit the local village chiefs in your area and ask for their help with the list.
4. Encourage and develop the kindergarten in your school or liaise with private kindies.

Heads should know by August how many children to expect the following year. If the figures are unusually large or small the PEO should be advised in case the numbers make a difference to the staffing of the school.

Heads should follow strictly the Ministry's ruling on entry to Year One. Only children whose sixth (6th) birthday falls before the beginning of Term One should be admitted. Dates of birth should be checked as carefully as possible. To help with this duty parents should be required to show evidence to prove the date of birth. A birth certificate or hospital certificate should be shown. After Heads have examined this document carefully, they should write the word "sighted" on the child's record card and in the Admissions Book.

Refer to the Procedure in the Appendix for more detail on Enrolment.

Admission Register

This is a most important record book. It contains information about all the children who attend your school or who have attended it in the past. At the beginning of each new year Heads should:-

1. Enter the names of all new pupils. copy their exact dates of birth from birth or hospital certificates. If a Head has good reason to believe that neither of these certificates can be supplied by parents, he should check the date of birth offered by parents against the ages of children of similar age whose exact date of birth is known. This should narrow down any error. Never leave the date of birth column empty as this will lead to confusion if the child moves on to another school.
2. Make notes against the names of any children who have left the school during the previous term. Notes might read "Father transferred to Vila" or "Won place at Onesua High School".

See the Appendix for the detailed Policy and Procedure "School Registers" for more information on how to keep the Admission Register.

Updating Pupil Transfer and Identity Cards

At the commencement of the school year, ensure each child's Identity and Transfer Card is updated.

Requisitions for Text-Books, Supplies and Equipment

Partly because Vanuatu is a scattered group of islands, supplies are difficult to maintain. Heads should always try to make orders many months before existing stocks run out. It is better to be slightly over-stocked than to run out of stock completely so it is essential to act in good time. By June or July, Heads should be in a position to make an accurate estimate of the number of pupils in each class for the following year. October is a good time to place an order for books and other supplies. Make sure your PEO knows what you need as early as possible.

Promotion of Pupils

Automatic promotion

It is the policy the Ministry of Education of that pupils should spend just one year in each of Years 1-6. This is called automatic promotion. Repeating of years should not be allowed by Heads unless there are very good reasons. Such reasons might include children who have had a lot of time off school through lengthy sicknesses and may sometimes need an extra year to catch up. In all such cases a medical certificate is essential.

Heads should write their reasons for granting repeats in the school log book so that an adviser can monitor the situation if necessary.

The course of primary education in Vanuatu is six years – not more and not less.

Leaving certificates will be issued by the Examinations Office for each Class Six pupil who sat the Senior Primary Examination. These certificates are valuable to the child and should be treated with care since they will be kept by families for many years. If the certificates arrive after the end of the last term of the year, Heads must do all they can to ensure that they are passed on to the children concerned as safely as possible.

Heads must forward pupils' record cards to the next school if pupils leave before completing Class Six.

Attendance Registers

These should be started properly at the beginning of each school year.

Each teacher should keep the register of his pupils, but the Head should supervise the preparation and the keeping of all the registers in the school.

Annual Health Checks

Each year, Heads will be informed about arrangements for a medical team to visit the school and check the health of all children attending Year 1 and Year 6. More details on this will be found in the section on Health and Hygiene.