

Termly Routines For Head Teachers

End of Term

Head Teachers must submit a report to the PEO at the end of each term. See the Procedure "Termly and Annual Reports" in the Appendix for details.

About a week before the end of term, Heads should check all the things listed in the stock-book to see if anything belonging to the school is missing, broken or damaged. Text-books, reference books, school record books, tools and all other supplies should be carefully checked. A search should be made for missing items and a careful note should be made in the stock-book about anything that remains missing or is damaged or broken.

During the school holiday all equipment should be safely stored away. During the cyclone season (November to April) efforts should be made to find a place which will protect paper and books from heavy rain or storm damage.

An especially safe place should be found for all official records like registers, receipt books, log books and so on. If there is no safe place where these can be kept at school, Heads should try to take them home to protect them. If Heads are going on leave during the holiday they should leave keys and documents with a trusted and responsible person - perhaps the Chairman of the school Committee- who will look after things in their absence.

The Provincial Education Officer should always be informed about where the school keys are located. If keys can not be left in the care of a locally trusted person, they should be given to the PEO for safe keeping.

Before leaving the school premises Heads should make sure that there is no rubbish lying about. Apart from being a fire-risk in some seasons, rubbish attracts mice and rats which might then infest the school and destroy valuable equipment. Remember also that all lockable doors and windows should be secured. Heads will then have done everything they can to ensure that the school will be in good condition after the holiday.

All teachers and Head Teachers must receive permission from the Department of School Education Programs before being absent from the school during holiday breaks. Applications for leave must be sent to the Director of School Education Programs, via the Provincial Education Officer.

Special Events

Good schools encourage special events such as **sports-days, concerts, competitions, visits and open-days**. Such activities are very good for children, and they have the added benefit of encouraging interest in the school from parents and other villagers. Most schools know about sports-days and concerts.

Sometimes these are held by a few schools coming together and at other times schools arrange things by themselves. These events take a lot of planning and take a lot of the Head's time, but they are worthwhile provided that they do not occur too frequently.

Competitions, excursions and special visits are less well used as aids to learning. This is pity since they take far less time to organise.

Competitions could be arranged for several things. Some examples are: -

- The best vegetable plot
- The best flower garden
- The best rhythmic drummer
- The best carver of wood

Visits. Some Heads and teachers think that these can only be arranged if schools are located in towns because in the countryside there is nothing new to show pupils. But there are many things that children see every day but do not study carefully. Pupils can be helped to understand their environmental science and geography lessons by being taken to see these things.

Examples of visits might include:-

- A visit to a cocoa or coffee plantation to study how the plants grow.
- A visit to a place where heavy rain has caused a landslide so that children can study the effects of erosion.
- A careful walk in the bush to identify plants and animals.
- A visit to a copra-drying farm to see the best way of producing top quality copra for export.

Sometimes it is more convenient to invite a visitor to the school to talk to the children. It is often a good idea in these cases to have some questions for the visitor prepared. Some visitors are not used to speaking to an audience of children and a few prepared questions will often make things easier. All these breaks from normal routine should be written into the school logbook at the end of the week. Examples of visitors who could help children with their studies are:-

- A provincial government councillor or secretary
- An agriculture or fisheries extension officer
- A nurse or dresser from the nearest medical post
- A policeman or a magistrate