

Introduction

This Handbook, which provides you with the necessary guidelines and procedures on how to administer your school effectively, has been written with the help of many experienced people and I hope you will find it useful.

In this Edition new sections were added, especially procedures which help clarify how you should do things. The new or significantly revised sections include administrative procedures, enrolment, school registers and records, school committee guidelines, termly and annual reports, classroom assessment, physical education guidelines, examination guidelines and Health Promoting schools.

The contents have been reorganised so that the front section is about discussion of the work of the Head Teacher, followed by an appendix which provides details on the procedures.

The intention is that the front section will be for general guidance, while the Head Teacher can use the appendix whenever needed to check on how to do certain tasks.

The Handbook is very rich in content and is full of excellent ideas. The Head Teacher should read it carefully and refer to it regularly, so that it will help you in your work and make it easier for you to organise your school effectively. The Handbook is not written to collect dust in the school office, or to be ignored. So when in doubt, refer to the appropriate or relevant sections of the Handbook.

Let me wish you every success in your work and I will always be pleased to hear how your school is getting on.

K. MATAI
Director