

Organising new school buildings

Purpose

To set out the procedure to be followed when the school requires new buildings due to increase of student numbers or deterioration of existing buildings.

Responsibility

The Head Teacher and the School Committee are responsible to initiate, negotiate and take the lead in getting the works done.

The Provincial Education Office foreman has the responsibility to supervise the works and ensure they are correctly carried out.,

Policy

All school buildings are to be built to an appropriate construction standard. A plan of any new building to be built in the area of the school campus is to be presented to the foreman of the Ministry of Education for checking against standards.

All projects are to be coordinated through the Policy and Planning Unit of the Ministry of Education.

Local communities, through their School Committees, are encouraged to make a contribution to the project through local work and/or financial contribution.

Any government tender or contract with a total value over VT5 million must go to public tender through the Tenders Board.

Procedure

Many different agencies will be involved if a new school is to be built. These include:-

- The Ministry of Education
- The Provincial Government
- The provincial foreman
- The Senior Foreman (Ministry of Education)
- Public Works Department
- The village chief and the villagers
- The custom-owner of the land
- Local Members of Parliament

Any of these agencies can recommend the building of a new school.

If a new school is agreed the Head will become a very important person in helping and assisting all the different agencies. With the help of the village chiefs, a School Committee can be quickly formed and local labour recruited to clear ground and make other preparations.

Follow this procedure:

1. Determine the need for the school building. Discuss with the School Committee.
2. Contact your Provincial Education Officer and discuss the proposal.

3. The provincial foreman might visit to inspect the site.
4. Talk to the custom owner of the land if this is necessary, for example if the new building is to be built over the lease boundary of the school.
5. Request the Senior Foreman of the Ministry of Education to issue a design. The request should come from the Chairman of the School Committee. Indicate in the proposal whether the school community will make a contribution towards the building, for example by clearing the site, contributing money, paying for tradesmen or making construction blocks etc.
6. The Senior Foreman of the Ministry of Education will review the report of the provincial foreman, and will organise a site survey and plans for submission to the Policy and Planning Unit of the Ministry of Education
7. The Policy and Planning Unit makes financial estimates, including quantity surveying.
8. The Policy and Planning Unit sends project details to the Department of Economic and Social Development (DESD) in the Ministry of Finance for approval and for co-ordination with funding agencies.
9. On approval, the Ministry of Education notifies the school. The Head Teacher should inform the School Committee and parents.
10. The Ministry of Education liaises with Public Works Department for implementation of the project, through the Policy and Planning Unit.