

**SUBSIDIARY LEGISLATION 327.12****NATIONAL MINIMUM CONDITIONS  
FOR ALL SCHOOLS REGULATIONS**

1st January, 1991

*LEGAL NOTICE 150 of 1990, as amended by Legal Notice 196 of 1994.*

**1.** The title of these regulations is the National Minimum Conditions for all Schools Regulations. Citation.

**2.** The National minimum conditions, for all schools, for the purpose of the Education Act, shall be those set out in the Schedule to these regulations. National minimum conditions. Cap. 327.

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**SCHEDULE***Amended by:  
L.N. 196 of 1994.***National Minimum Conditions for all Schools****1. General**

1.1 School premises must be suited to the type and level of education provided.

1.2 They should be well ventilated, protected from heat, cold and humidity, well lighted and with natural light and with suitably high ceilings.

1.3 They must be kept clean, well maintained and in good structural condition.

1.4 They must be free of hazards to safety and good health.

1.5 Schools accommodating more than 7 classes on a full-time basis and for students of compulsory school age must be purposely built as a school and are to contain the necessary out-door space for the children's recreation.

1.6 Space and classrooms must not be crammed but there should be room for movement.

1.7 Classrooms are to have an entrance on to a main corridor; the movement of pupils through other classes is to be avoided.

1.8 School entrances and exits on to main roads are to have protective barriers to avoid accidents.

1.9 Where the number of students exceeds fifty of an age below sixteen, a traffic sign indicating the presence of a school is to be affixed as directed by the Police.

1.10 School premises are subject to inspection by Health Inspectors at any time.

1.11 Schools housed in private premises are not to cause inconvenience to neighbours.

1.12 Schools are open to inspection by Education Department officials at any time.

## 2. Classroom Space

2.1 The number of students up to compulsory school age, in any one class is not to exceed 30.

2.2 In deciding the number of students that can be accommodated in any one classroom;

2.2.1 a border, 2 metres wide, is to be left free as teacher's space.

2.2.2 a working space of 1<sup>1</sup>/<sub>2</sub> square metres is to be allowed for each pupil over the age of 5 years.

2.2.3 a working space of 1<sup>1</sup>/<sub>2</sub> square metres may be allowed in the case of children under 5 years of age, provided that there also exists an indoor playing and movement area for children. Otherwise classes will not exceed 20 children in number and 3 square metres are to be allotted for each child in the classroom.

2.2.4 In the case of adults over compulsory school age and evening classes, a minimum of 1 square metre can be allotted for each student not engaged in laboratory or workshop work.

2.3 The standard size of a classroom is to be 8 metres square.

## 3. Laboratories, Workshops, etc.

3.1 The number of students in any laboratory, workshop or non-class area, in a school is to be related to the size of the space and the use to which it is put.

3.2 Minimum accommodation requirements are 2 square metres per student exclusive of teacher's space and furniture/machinery space.

3.3 The maximum number of students allowed in any workshop using craft machinery is 20.

3.4 Laboratories and workshops should be equipped with adequate safety measures such as fume-cupboards, fire-extinguishers, a first aid-box and electric circuit breakers. Dangerous equipment and materials, tools and (other aids) which present a hazard to health and safety should be under the direct control of the teacher and properly stored. Machines are to have the necessary safeguards and instructions on their proper use.

3.5 When dangerous material and equipment are necessarily to be kept in a laboratory or workshop the danger is to be clearly indicated.

3.6 Rooms used as theatres for the production of plays, the exhibition of films, etc. to large groups of students are to be equipped with the necessary fire-extinguishers and properly indicated exits.

3.7 Laboratories, workshops, school theatres etc. are subject to inspection by the proper authorities and are bound to comply with existing regulations.

#### 4. Toilet facilities

4.1 Schools are to have toilet facilities at the rate of 1 toilet per 35 pupils.

4.2 Schools which cater for the part-time/evening education of adult students are to be adequately supplied with a minimum of two toilets and an additional toilet for every 60 students attending the premises at any one time.

4.3 The above does not include staff and teachers' toilets.

4.4 Toilets are to be suited to the age and height of students and pupils.

4.5 They are to be kept in good hygienic conditions, and have cleaning materials and toilet paper available at all times.

4.6 There are to be wash-hand basins, equipped with soap and towels, in the proportion of one per 35 pupils, or in the case of part-time schools for adult students one per 60 students.

4.7 The wash-hand basins should be installed at a height suited to the age and height of the students.

#### 5. Drinking Water

5.1 All schools should have an adequate number of water taps outside toilet areas, and the water should be potable from sources which supply fresh running water.

#### 6. Playground Space

6.1 Every school catering for the full-time education of students of compulsory school age must have an adequate open-air playing space where the students can take their recreation and long-breaks.

6.2 In special cases, permission will be given to schools to use in-door playground space provided this is strictly reserved for recreation and unless an alternative site for an open-air playing space can be obtained.

6.3 Schools catering for the education of children below compulsory school age and on a basis of not more than 3<sup>1</sup>/<sub>2</sub> hours a day, may use an indoor playing and movement area of suitable size is to be available as per 2.2.3.

6.4 The minimum size of an open-air playing space is at the rate of 5 square metres per child for the first 300 children and 3 square metres for every additional child.

#### 7. Hygiene

7.1 Schools must keep to existing sanitary regulations as regards hygiene. This is to include classroom, toilet and playground hygiene, food hygiene, in tuck-shops and cafeterias and dormitories and living accommodation in the case of boarding schools.

7.2 Schools are subject to the inspection by health inspectors in this connection and they are to abide by their instructions and recommendations. The health inspectors will submit a report to the Minister responsible for education.

## 8. Teaching Staff

8.1 Teaching Staff are to have a warrant to teach in a school in accordance with the provisions of the Education Act.

8.2 Licensed Private Schools are to conform with the minimum qualifications requirements of teachers in state schools for the appointments of their teaching staff.

8.3 Appointments at all levels of teaching staff (including Heads and Assistant Heads of School) are to have the prior notice of the Minister responsible for education.

8.4 Other Staff. The school is to maintain a cleaning staff in a sufficient number to ensure the general cleanliness of the school premises.

## 9. School Times

9.1 Schools which cater for the education of compulsory school age have to conform to the total number of hours per year as is required in state schools.

## 10. Inspection and Information

10.1 In conformity with the provisions of the Education Act, any school is subject to inspection by officials from the Department of Education.

When a school is so inspected a report shall be drawn up by the official assigned for this purpose and a copy shall be entered in the Department of Education School file, whilst another copy is to be sent to the particular school, together with such remarks as the Director of Education or the Minister might deem fit to add.

10.2 Formal school inspections which will review the conditions of the licence of the school and the standards of education imparted will be carried out at least every 3 years and the Inspectors will submit their Report and Recommendations to the Minister responsible for education.

10.3 Schools catering for the education of children of compulsory school age will strictly abide with School Attendance Regulations as issued by the Director of Education (Education Welfare Section).

10.4 Schools will submit to the Minister of Education or the Director of Education such returns and information as is required from time to time.

## 11. School changes

11.1 Changes in ownership, contracts, Head of School and address of premises are to be notified to the Minister of Education in advance.

11.2 Changes of premises or extensions to schools are to have the previous authorisation of the Minister of Education following an application by the Head of School.

11.3 Changes in the licence conditions of the school including the level and the total number of students enrolled must be notified to and have the previous approval of the Minister.

11.4 Changes in School Teaching Staff are to be notified to the Director of Education.

12. Other Conditions

12.1 Schools are to abide by the conditions set out in any particular licence.

12.2 The Teachers' Code of Behaviour shall be adhered to by all teaching staff in all schools.

12.3 No alteration in rates of payment of school fees or other dues shall be made without giving prior notice thereof to the Minister of Education at least one month before the proposed change is to come into effect:

Provided that rates of payment of school fees or other dues fixed at the beginning of any scholastic year may not be increased for the duration of that whole scholastic year.

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