

**EDUCATION ACT**  
(CHAPTER 87)

**EDUCATION (SCHOOLS)  
REGULATIONS**

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EDUCATION ACT  
(CHAPTER 87, SECTION 61)

EDUCATION (SCHOOLS) REGULATIONS

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[3rd January 1958]

PART I

PRELIMINARY

**Citation**

1. These Regulations may be cited as the Education (Schools) Regulations.

**Definitions****2.** In these Regulations, unless the context otherwise requires —

“approved plan” means the plan or diagram of the school premises submitted upon application for registration of a school and approved by the Director-General, the Commissioner of Public Health, and the Commissioner of Civil Defence and, if the Director-General subsequently approves a plan or diagram under these Regulations, includes such subsequent plan or diagram;

“boarder” means a pupil of a boarding school for whom housing or lodging accommodation is provided;

“boarding school” means a school in connection with which hostels, dormitories or other rooms or premises are provided for the housing or lodging of some or all of the pupils of that school out of school hours, whether the hostels, dormitories or other rooms or premises are in or part of the same building or group of buildings as the classrooms or not;

“classroom” means any room in a school used for teaching purposes;

“contagious disease” means venereal disease, scabies and any other disease which the Minister by notification in the *Gazette* declares to be a contagious disease for the purpose of these Regulations;

“dormitory” means any room provided as sleeping accommodation for boarders;

“full-time primary school” means a school which claims to give to children of normal primary school age a complete primary education of the general type given in Government schools for such children;

“full-time secondary school” means a school which claims to give children of normal secondary school age a complete secondary education of the general type given in Government schools for such children;



“infectious disease” means any of the diseases specified in the First Schedule to the Infectious Diseases Act (Cap. 137);

“medical officer” means a medical officer of schools appointed under section 51(b) of the Act;

“qualification” means evidence of having attained a stated level of education or proficiency;

“school workshop” means any place in a school where instruction is given in the use of tools or machinery or where tools or machines are used for the repair, adjustment or manufacture of articles, or for training students for any trade or commercial occupation;

“science laboratory” means any place in a school where practical experiments or demonstrations in science subjects are carried out and includes any place where instruction is given in domestic science or homecraft;

“staff” includes the principal and all the teachers of a school;

“subscriber” means any person who agrees to subscribe regularly to the funds of a school.

### **Exemption**

3. The Director-General may exempt any school other than a full-time primary or full-time secondary school from any of these Regulations which he considers inapplicable.

### **Extent of operation**

4. No regulation which places a responsibility on or requires action from a committee of management or supervisor or managers, or which refers to subscribers, shall be applicable to Government schools.

## PART II

### MANAGEMENT

#### **Constitution of school**

**5.—**(1) The Director-General may, by notice in writing to the supervisor, require the managers of any school, within the time specified in the notice, to prepare, execute and submit to him for his approval a constitution, written scheme or deed of trust in accordance with which the school shall be managed.

(2) Every such constitution, written scheme or deed of trust shall, unless the Director-General otherwise directs —

- (a) provide for the election of managers at stated periods;
- (b) define the powers and duties of the managers, specify the times and places at which meetings of the committee of management shall be held and provide for the voting and procedure at the meetings, the keeping of the minutes and records thereof and any quorum which may be required;
- (c) define severally the powers and duties of the supervisor, of each of the other managers and of the principal;
- (d) provide for the holding and administration of the property of the school, the collection, banking and administration of its revenue and the proper keeping and audit of its accounts; and
- (e) provide for such matters in relation to the management of the school and the administration of the property and revenue of the school as the Director-General may specify in such notice.

(3) The Director-General may require by notice in writing such alteration of any constitution, written scheme or deed of trust submitted for his approval as he may think fit.

(4) Every such constitution, written scheme or deed of trust when approved by the Director-General shall be binding upon the supervisor, managers and teachers of the school and shall not be altered or amended without the prior approval in writing of the Director-General.

(5) The Director-General may subsequently require by notice to the supervisor any such constitution, written scheme or deed of trust to be altered or amended in such manner as he may specify, and such constitution, written scheme or deed of trust shall be altered or amended accordingly by the managers.

(6) The supervisor of any school may within 14 days of the receipt of a notice under paragraph (3) or (5) appeal against the decision of the Director-General to the Appeals Board in the manner laid down in Part XII of the Act.

(7) Any supervisor, manager or teacher who contravenes or fails to comply with or abets any contravention of this regulation or of the constitution, written scheme or deed of trust after its approval or of any alteration or amendment to the constitution, written scheme or deed of trust made in accordance with this regulation shall be guilty of an offence under the Act and shall be liable on conviction to the penalties prescribed therein.

### PART III

#### STAFF

##### **Appointment and dismissal of staff**

6. The appointment and dismissal of any member of the staff of any school shall be determined by a majority vote of all members of the committee of management of that school.

##### **Responsibilities of principal**

7. In every school there shall be appointed a fit and proper person to be the principal who shall be responsible for the organisation of the curriculum both in and out of the classroom, for the control of the teachers and for the maintenance of discipline of the pupils of the school whether on the school premises or off the school premises in such circumstances as to permit the pupils to be identified as pupils of the school.

### **Appointment of principal**

8.—(1) No person shall assume duty as principal in any school until the supervisor of the school has sought and obtained the approval of the Director-General in writing for the appointment of that person as principal.

(2) The Director-General may in his discretion refuse to approve the appointment as the principal of a school any person whom he considers unsuitable.

(3) The Director-General may by notice in writing to the supervisor require the committee of management of any school to replace the principal if the Director-General considers that the principal is not satisfactorily carrying out the duties of his office.

### **No teacher to be appointed without Director-General's approval**

9. No teacher shall be appointed to any school until the supervisor has informed the Director-General of the subjects that it is proposed that the teacher shall teach and the classes to which it is proposed that he shall teach each subject and until the Director-General has approved the appointment.

### **Director-General may refuse to approve teachers unqualified for particular work**

10. The Director-General may refuse to approve the appointment of any teacher to any school if in the opinion of the Director-General the teacher lacks the particular qualification or kind of experience required for the work on which it is proposed to employ him.

### **Teacher on appointment to deposit certificate of registration with supervisor**

11. No teacher shall be appointed to the staff of any school until he has deposited with the supervisor of that school a certificate of registration issued to the teacher by the Director-General in accordance with section 37 of the Act or until an authority or a permit has been issued in accordance with section 41 or 44 respectively of the Act.

**Director-General to endorse and return teacher's certificate of registration and forward duplicate to supervisor**

12. When a registered teacher is appointed to the staff of a school, the supervisor of the school shall immediately forward the teacher's certificate of registration to the Director-General. On receiving it, the Director-General shall endorse the certificate with the date of the appointment and return it to the teacher at his last known address. A duplicate of such certificate bearing all endorsements made upon the original shall then be sent to the supervisor and shall remain in his possession throughout the period of the teacher's employment.

**Letters of appointment**

13. The supervisor shall be responsible for issuing to every teacher engaged to teach in his school a letter of appointment which shall set out —

- (a) the conditions of service;
- (b) the salary scale; and
- (c) the conditions upon which the appointment may be terminated.

**Payment of salaries**

14. The supervisor shall be responsible for ensuring that the salaries of all teachers are paid in full when due.

**Supervisor to inform Director-General of termination of a teacher's services and to forward duplicate of certificate of registration or authority to teach. Director-General to endorse certificate of registration**

15.—(1) On the termination of the appointment of any teacher, the supervisor of the school shall immediately inform the Director-General and forward to him the duplicate of the certificate of registration if the teacher is a registered teacher or the authority or permit to teach if he is not a registered teacher.

(2) On receipt of the duplicate of the certificate of registration, the Director-General shall endorse it with the date of the termination of

appointment and shall retain it until the teacher with respect to whom it has been issued is appointed to another school.

#### PART IV

### MINIMUM EDUCATIONAL QUALIFICATIONS FOR REGISTRATION OF TEACHERS

#### **Minimum qualifications for registration as teacher**

**16.** The minimum qualifications for registration as a teacher shall be —

- (a) where the medium is English, the Cambridge Overseas ‘O’ level School Certificate with a pass in oral English or such other qualifications as the Director-General shall consider its equivalent;
- (b) where the medium is Chinese, the Certificate of the Government Senior Middle III Examination or Government Senior Normal Examination or such other qualifications as the Director-General shall consider their equivalent;
- (c) where the medium is Malay, either the Malaya Certificate of Education with passes in Malay language and Malay literature or the Cambridge School Certificate with a credit in Malay, or the Certificate of the Sultan Idris Training College or, of the Malay Women’s Training College Malacca or the Certificate known as “Trained Under Other Schemes (T.U.O.S.)”, or the Standard VII Certificate in Malay of a Malay School in Singapore or Malaysia or such other qualifications as the Director-General shall consider their equivalent; and
- (d) where the medium is Tamil, either the Malaya Certificate of Education with passes in Tamil language and Tamil literature or a Cambridge School Certificate with a credit in Tamil or the Indian Secondary School Leaving Certificate (Tamil) or the Certificate known as “Trained Under Other Schemes (T.U.O.S.)”, or the Standard VII Certificate of a Tamil School in Singapore or Malaysia or such other qualifications as the Director-General shall consider their equivalent:

Provided that the Director-General may at his discretion require such additional qualifications as he considers necessary for the teaching of a particular subject in a particular school.

## PART V

### REQUIREMENTS FOR SCHOOL BUILDINGS

#### **Plan to be approved by Director-General, medical officer and Commissioner of Civil Defence**

17. No building shall be approved for use as a school or as an extension or part of a school unless a plan or diagram with the dimensions of the building has been submitted to the Director-General and approved by him, by a medical officer and by the Commissioner of Civil Defence.

#### **No structural alteration without approval of Director-General**

18.—(1) Except with the approval in writing of the Director-General, no material or structural alteration shall be made to the school premises shown in the approved plan.

(2) When any such alterations have been approved by the Director-General, the supervisor shall submit new plans or diagrams of the school premises in which such alterations shall be shown.

#### **Exits from schools**

19.—(1) Every school building shall have at least 2 independent means of exit.

(2) Every storey of a school building which accommodates more than 20 pupils shall have 2 staircases of adequate width.

(3) The Director-General may at his discretion require the enlargement of the existing means of exit or the provision of additional means of exit or additional staircases in a school building.

### **Proportion of external openings to floor space**

**20.** The total area of the windows and other external openings in every classroom shall be not less than one-fifth of the floor space of such room.

### **Height of ceilings**

**21.** Except with the permission of a medical officer, the height of the ceiling from the floor in any classroom shall be not less than 3.4 metres.

### **Each classroom to have 2 doors**

**22.** Each classroom shall be provided with at least 2 doors.

### **Director-General may require alterations**

**23.** Notwithstanding any previous approval, the Director-General may require any alterations or improvements in the premises of a school which he may consider necessary in the interests of the safety or the health of the pupils and teachers.

## **PART VI**

### **ROOF-PLAYGROUNDS**

#### **Director-General's consent required**

**24.** No roof, verandah or balcony shall be used for physical education or recreational purposes for pupils without the written approval of the Director-General.

#### **Certificate of stability required**

**25.** No roof, verandah or balcony shall be deemed to be suitable for use as a playground unless a certificate of stability has been given by an architect or structural engineer that the roof is suitable for such use. Such certificate shall specify the maximum number of pupils who may be allowed to use the playground at any one time.



### **Certificate of Inspector of Schools to be exhibited**

**26.** A certificate by an Inspector of Schools that he has examined the architect's or structural engineer's certificate stating the maximum number of pupils allowed upon any approved roof-playground, verandah or balcony shall be exhibited in a conspicuous place on the school premises.

### **Protective barriers**

**27.** The supervisor of any school shall upon notice in writing from the Director-General cause to be erected such fencing or other protective barriers as are specified in the notice.

### **Supervision of children**

**28.—(1)** No pupil shall be allowed on any roof-playground, verandah or balcony unless under the direct supervision of a teacher.

(2) There shall not be more than 60 pupils upon any roof-playground under the charge of one teacher at any one time.

### **Director-General may prohibit use**

**29.** If any roof-playground, verandah or balcony is used in contravention of these Regulations, the Director-General may by notice in writing addressed to the supervisor prohibit its use until such time as he may specify in the notice.

## **PART VII**

### **CLASSROOM ACCOMMODATION AND EQUIPMENT**

#### **Identification notice**

**30.** At the entrance of every classroom there shall be prominently affixed a board or other form of notice bearing an identification number or letter for such room. This number or letter shall correspond to the number or letter on the approved plan.

### **Maximum accommodation**

**31.** Subject to regulation 33, the maximum number of pupils who may be accommodated in any classroom or room used as such shall be reckoned on the basis of 1.3 square metres of floor space per pupil.

### **Accommodation certificate**

**32.** In every classroom or room used as such, there shall be displayed a certificate signed by the Director-General or an officer authorised under section 5 of the Act specifying the maximum number of persons to be accommodated in that room at any one time. No person other than the Director-General or the officer shall remove, deface, cancel or alter such certificate.

### **Maximum size of class**

**33.—(1)** Except as the Director-General may otherwise permit, not more than 40 pupils shall be taught at one time by one teacher.

(2) The Director-General may further restrict the number of pupils taught at one time by one teacher if the Director-General considers that the restriction is desirable for the type of instruction given.

### **Attendance register**

**34.** A separate attendance register for each classroom shall be kept in a form to be approved by the Director-General.

### **Use of classroom**

**35.** No person other than those directly concerned with the teaching, supervision or inspection of the school shall remain in any classroom during working hours.

### **Desks and seats**

**36.—(1)** The supervisor shall submit for the approval of the Director-General a pattern of any desks or seats to be provided for the use of the pupils, and the supervisor shall also, if so required in writing, substitute desks and seats of an approved type for those already in use.

(2) Unless the Director-General otherwise directs, the supervisor shall cause the desks and seats to be so arranged that the light falls from the pupils' left.

(3) Except as may arise from the grouping of pupils around tables, no pupil shall be seated so as to face a window or other external opening facing the open sky or through which light is reflected from a bright surface.

### **Chalkboards**

**37.**—(1) Each classroom shall be provided with a chalkboard or chalkboards having a matt surface and coloured black or green.

(2) The Director-General may, by notice in writing, require the supervisor of any school to cause to be replaced or resurfaced any chalkboard which in the opinion of the Director-General requires to be so replaced or resurfaced.

### **Other equipment**

**38.** The supervisor of every school shall cause to be provided such other equipment as the Director-General may consider necessary for the type of instruction which it is intended to provide in the school:

Provided that the Director-General shall not require to be provided any articles of equipment which are not normal articles of equipment for providing the same sort of instruction in Government schools.

### **Artificial lighting**

**39.** Every classroom shall, at all times when it is in use, be sufficiently lighted. Artificial lighting needed to supplement daylight in any classroom or to light any classroom used in the evening shall be provided to the satisfaction of the medical officer.

### **Partitions**

**40.** No cubicle or partition which obstructs the free passage of light or air shall be erected in any classroom.

## PART VIII

### SCHOOL WORKSHOPS AND SCIENCE LABORATORIES

#### **Safety precautions**

**41.**—(1) The supervisor shall ensure that all necessary safety precautions are adopted in school workshops and school science laboratories and shall modify or extend such precautions as the Director-General may require.

(2) The principal shall ensure that no instruction is given in the use of tools or the operation of machines or in science experiments except by a teacher competent to give the type of instruction concerned.

#### **Plan of layout**

**42.** Whenever it is desired to install any machinery or machine tools in a school workshop, the supervisor shall submit to the Director-General a plan of the proposed layout of the workshop.

#### **Consent for installation**

**43.** No machinery or machine tools shall be installed in a school workshop except with the written consent of the Director-General.

#### **Remote control switches**

**44.** In any school workshop in which machinery is installed there shall also be installed remote control switches whereby the teacher may stop all machines.

#### **Maintenance and suitability**

**45.** All machinery, machine tools, hand tools and other equipment in a school workshop or science laboratory shall be suitable for the course intended and shall be maintained in proper working order.

#### **Windows of workshops**

**46.** Every school workshop in which power machinery is installed shall contain windows on opposite sides of the workshop and the total area of the windows shall not be less than one-eighth of the floor space of the workshop.

### **Placing of machines**

47. Machines and work-benches shall be in such positions as to ensure that they are adequately lighted.

### **Storage of poisons and dangerous chemicals**

48. All poisonous substances or dangerous chemicals shall be under the charge of a responsible teacher and, except for such small quantities as are necessary at any given time for practical science experiments, shall be stored in a locked room or cupboard to which no pupil shall have access.

### **Containers to be marked**

49. All poisonous substances or dangerous chemicals shall be contained in suitable containers clearly marked with the name of the substance and labelled “DANGEROUS” or with some similar designation.

### **Teacher in laboratory to have unobstructed view of pupils**

50. Furniture and equipment in a science laboratory shall be so arranged that the teacher has an unobstructed view of every pupil.

## **PART IX**

## **HEALTH**

### **Lavatories**

51.—(1) Every school shall be provided with lavatories and other sanitary equipment of a type approved by a medical officer.

(2) In schools with mixed enrolment separate lavatories shall be provided for each sex with adequately screened approaches.

(3) Lavatory accommodation in every school shall be provided as follows:

- (a) for boy pupils: One water-closet for every 50 pupils up to a total of 200 pupils; one water-closet for every 100 pupils in excess of 200; plus 1.8 metres of trough urinal for every 100 pupils; and

(b) for girl pupils: One water-closet for every 25 pupils up to a total of 100 pupils; one water-closet for every 30 pupils of the next 150 pupils; and one water-closet for every 50 pupils in excess of 250 pupils.

(4) Urinals in a school shall be faced to a height of 1.2 metres with tiles or such other impervious material as the medical officer may approve.

(5) Where a water carriage system is not installed in a school, lavatories shall be in a separate building at least 9 metres distant from the school building.

(6) Except as the Director-General otherwise permits, separate lavatory accommodation shall be provided for the staff in every school.

(7) Lavatories in a school shall at all times be kept in a clean and sanitary condition.

(8) Lavatories in a school shall not be used for any other purpose.

### **Improvements to sanitation**

**52.**—(1) The supervisor shall carry out such alterations and improvements to the lavatories and other sanitary arrangements of a school as the Director-General may at any time require by notice in writing and within the period specified in the notice.

(2) Such improvements may at the discretion of the Director-General include the installation of a water carriage system.

### **Water supply**

**53.**—(1) An adequate and wholesome supply of water shall be provided in every school.

(2) The supervisor shall increase or improve the water supply of a school to the extent which the Director-General may at any time require by notice in writing and within the period specified in the notice.

### **Washing facilities**

**54.** All schools shall be provided with washing facilities for pupils and teachers to the satisfaction of a medical officer.

### **Cleanliness of premises**

**55.—**(1) All school premises shall be maintained in a clean and sanitary condition to the satisfaction of a medical officer.

(2) The supervisor shall, if so required by the Director-General by notice in writing, cause the whole or any part of the school premises to be suitably colour-washed or repainted.

### **Smoking**

**56.** No smoking shall be permitted in any classroom during school hours.

### **Spitting**

**57.** No spitting shall be allowed on any part of the school premises.

### **Food sold on premises**

**58.—**(1) The supervisor shall control to the satisfaction of a medical officer the preparation and sale on the school premises of food, drink or refreshment of any kind (referred to in these Regulations as food).

(2) All persons engaged in the preparation and sale of food in school premises shall take such steps as may be reasonably necessary to protect it from contamination.

(3) Newspaper shall not be used as a wrapping material for food sold on school premises except as an outer cover in addition to an inner wrapping.

(4) Food for sale on school premises shall be kept at least 46 centimetres from the ground and shall be protected by fly proof covers.

(5) No ice-cream shall be offered for sale on school premises unless it was prepared on premises licensed for the purpose.

(6) No ice which has been kept in sawdust shall be placed in or on any food offered for sale on school premises.

### **Food vendors**

**59.**—(1) No person shall be engaged in the preparation or sale of food on school premises until he has been certified free of infectious or contagious diseases.

(2) Persons so engaged shall submit at least once a year to such medical examination including X-ray examination as may be required by a medical officer.

(3) Any person so engaged who is found to be suffering from an infectious or contagious disease shall be immediately excluded from the school.

(4) All persons while so engaged shall wear clean overalls or aprons.

(5) No person while so engaged shall spit, smoke, take snuff or chew any substance.

### **Medical inspection of premises**

**60.** A medical officer or any person provided with and, if required, exhibiting the authority in writing of a medical officer may at any reasonable time enter and inspect the premises of any school to ascertain whether the school is being kept in a sanitary condition, and shall send a copy of his report to the Director-General.

### **Medical examination of pupils**

**61.**—(1) A medical officer, or any person provided with and, if required, exhibiting the authority in writing of a medical officer may examine in any school the person and clothing of any child attending the school:

Provided that girls over the age of 10 years shall not be examined by a male person except with their consent and with the consent of the principal.

(2) If on such examination a medical officer or any such authorised person is of the opinion that the person or clothing of any such child is infected with vermin or in a foul or filthy condition, he may give



notice in writing to the supervisor requiring him to exclude the child from the school until such time as the person and clothing of the child have been cleansed to the satisfaction of the medical officer or the authorised person and the supervisor shall exclude the pupil accordingly.

### **Infectious diseases to be reported**

**62.—**(1) The principal shall ascertain the cause of absence of any pupil who is absent from school for more than one school day.

(2) The principal shall report at once to a medical officer any suspected or known case of infectious or contagious disease amongst teachers or pupils or when the principal knows or suspects that any of his pupils or teachers have been in contact with a case of infectious disease.

### **Exclusion of persons suffering from infectious disease and contacts**

**63.—**(1) If a medical officer or any person duly authorised certifies that any teacher or pupil should be excluded from any specified school because he is suffering or has recently suffered from an infectious or contagious disease or because he has been in contact with or living in the same house as a person suffering or having recently suffered from an infectious or contagious disease, the supervisor shall cause that teacher or pupil to be excluded from the school for such period as the medical officer or the authorised person shall consider necessary.

(2) The Director-General may at any time require a registered teacher to present himself for examination to a medical officer or to any medical practitioner approved by the Director-General and the supervisor if required by the Director-General shall cause the teacher to be excluded from the school until the examination has taken place and until a medical officer has certified that the teacher may be permitted to return.

(3) No supervisor, manager or teacher shall knowingly admit to the school in respect of which he is registered any teacher or pupil excluded from any other school under paragraphs (1) and (2) during the period of such exclusion.

(4) If in any school there has been reported or found a case of infectious or contagious disease amongst the teachers, pupils or employees of that school, the Director-General may on the advice of a medical officer order the closure of that school for such period as he may consider necessary.

### **X-ray examination**

**64.** The Director-General may at any time require the pupils and teachers of a school to submit to a routine X-ray examination.

### **First-aid equipment**

**65.** A first-aid box shall be maintained in an accessible place in every school and additional first-aid boxes shall be maintained in or immediately adjacent to every science laboratory and workshop and at such other places as the Director-General may direct.

## **PART X**

### **ADDITIONAL REQUIREMENTS FOR BOARDING SCHOOLS**

#### **Dormitory accommodation**

**66.—**(1) In every boarding school, a superficial dormitory area of at least 5 square metres shall be provided for each boarder and the ceiling of every dormitory shall not, unless permitted by a medical officer, be less than 3.4 metres above the floor. There shall not be less than 1.2 metres between the edges of adjacent beds.

(2) No dormitory shall be in a tenement-house.

(3) In every boarding school the dormitory accommodation shall be of such adequate standard and so maintained as to satisfy the reasonable requirements of the Director-General.

#### **Accommodation certificate**

**67.—**(1) In every dormitory there shall be displayed a certificate duly signed by a medical officer specifying the maximum number of persons to be accommodated in that room at any one time. No person other than the Director-General or an Inspector of Schools shall remove, deface, cancel or alter such certificate.

(2) No more than the maximum number of persons as set out in such certificate shall be permitted to occupy any dormitory or room used as such without the written sanction of the Director-General.

### **Cleansing of dormitories**

**68.** Every dormitory or room used as such shall be cleansed at least once every day in such manner as may be prescribed by the Director-General.

### **Washing, sanitary and messing accommodation**

**69.** The washing and bathing facilities, the lavatory accommodation and the messing and kitchen arrangements in a boarding school shall be such as to satisfy a medical officer.

### **Sick room**

**70.** Every boarding school shall have a suitable room set aside for use only as a sanatorium or sick room.

### **Appointment of matron**

**71.** The managers of every boarding school shall, if so required by the Director-General in writing, appoint a matron or other suitable person to be in charge of the boarders.

### **Medical examination**

**72.—(1)** The supervisor shall ensure that every boarder is medically examined every 6 months by a registered medical practitioner who shall report in writing to the supervisor on the general health of the boarders and shall indicate which boarders require treatment and the treatment required.

(2) The supervisor shall send a copy of every such report to the Director-General.

## PART XI

## FIRE PRECAUTIONS

**Fire precautions**

**73.** The Commissioner of Civil Defence or any of his officers shall be permitted at all reasonable times to enter and inspect any school premises and any building in which any school is situated or any part thereof.

**Singapore Civil Defence Force officers to report to Director-General**

**74.** Officers of the Singapore Civil Defence Force shall report to the Director-General on the fire precautions available on school premises and recommend any further precautions necessary to preclude danger from fire.

**Safety equipment against fire**

**75.—(1)** The Director-General may by notice in writing require the installation of any apparatus or equipment necessary as a safeguard against fire or the implementation of any other steps recommended by the Commissioner of Civil Defence or any of his officers and within a period to be specified in the notice the supervisor shall comply therewith.

(2) The principal of every school shall ensure that all safety equipment so installed is maintained in good order and ready for instant use.

**Scheme for orderly evacuation of building in case of fire**

**76.** The principal of every school shall draw up a scheme for the rapid and orderly evacuation of the school building in case of fire. The scheme shall provide for alternative procedures according to the location of the fire.

**Fire drill**

**77.** The principal of every school shall cause all the pupils, staff and employees of the school, at least once a term to practise the scheme referred to in regulation 76 and shall on each occasion record the date,

the time taken for the complete evacuation of the school building and anything suggesting a need to modify the scheme.

### **Exits to be unobstructed**

**78.** The principal of every school shall ensure that all exits from rooms used by the pupils and from the school building as well as all passage ways and staircases are maintained clear of obstruction.

## **PART XII**

### **SYLLABUSES, TIMETABLES, SCHOOL HOURS, WORKING DAYS AND HOLIDAYS**

#### **Syllabuses to be approved by Director-General**

**79.**—(1) No instruction shall be given in any school except in accordance with a syllabus approved by the Director-General.

(2) The supervisor of every school shall submit to the Director-General whenever so required the syllabus of instruction of each class in the school for his approval.

(3) The Director-General may require such amendments to be made in the syllabus as he may think fit.

(4) No alteration shall be made in any approved syllabus without the consent of the Director-General.

#### **Timetables**

**80.**—(1) The Director-General may give directions in writing to the supervisor of any school as to the preparation or alteration of the timetable of work of any class and may require any supervisor to submit for his approval any such new or revised timetable.

(2) A copy of the timetable of each class shall be displayed in the classroom it normally occupies.

#### **School hours**

**81.** The supervisor of every school shall inform the Director-General of any change in the hours of school work.

### **Terms and holidays**

**82.**—(1) Full-time primary and full-time secondary schools shall open not less than 191 days in each year and shall provide instruction for not less than —

- (a) 20 hours per week during the first year of the primary course;
- (b) 22½ hours per week during the second, third and fourth years of the primary course; or
- (c) 24¾ hours per week in the subsequent years of the primary course and in the secondary course.

(2) The supervisor of every school shall submit to the Director-General at least 14 days before the beginning of every school year a statement of the proposed school terms and vacations together with the dates of proposed additional holidays falling within the school terms proposed.

(3) The Director-General may by notice in writing to the supervisor of any school require such alterations in the length of the school terms proposed by the school as the Director-General may consider advisable in the interests of the pupils.

(4) The Director-General may by notice in writing to the supervisor of any school prohibit the granting of a holiday on any particular day and the supervisor shall thereupon ensure that the normal work of the school shall be continued on that day.

(5) The Director-General may by notice in writing to the supervisor of any school require the school to observe a holiday on any day specified in the notice and the supervisor shall thereupon ensure that the holiday shall be observed.

## **PART XIII**

### **DISCIPLINE**

#### **Principal responsible for discipline**

**83.** The principal of every full-time primary or full-time secondary school shall be responsible for the discipline of the pupils of the school whether on the school premises or off the school premises in

such circumstances as to permit the pupils to be identified as pupils of the school.

### **Supervisor to support disciplinary measures of principal**

**84.** The supervisor of every such school shall assist the principal to carry out all such disciplinary measures as the principal may decide upon.

### **Pupils not to remain in premises after regular hours**

**85.** No pupil of any such school other than a boarder in a registered boarding school shall remain on the school premises after the regular hours of instruction except for purposes approved by the principal.

### **Police to be called in if pupils refuse to leave premises**

**86.** If the pupils of any such school refuse to obey an order of the principal or the supervisor to leave the school premises, the supervisor, or if he be not available the principal, shall without delay call upon any police officer to enter the premises and the police officer shall take whatever action seems to him necessary.

### **Pupils to be dismissed for disorderly conduct and subversive propaganda, etc.**

**87.** The supervisor or the principal of every such school shall, unless the Director-General otherwise permits in writing, dismiss from the school —

- (a) pupils participating in any unlawful or disorderly assembly;
- (b) pupils participating in any dispute between employers and employees;
- (c) pupils carrying on subversive propaganda whether on or off the school premises; or
- (d) pupils resisting school discipline.

### **Corporal punishment**

**88.—(1)** No corporal punishment shall be administered to girl pupils.

(2) The corporal punishment of boy pupils shall be administered with a light cane on the palms of the hands or on the buttocks over the clothing. No other form of corporal punishment shall be administered to boy pupils.

(3) Where there is more than one teacher in a school, corporal punishment shall be inflicted by the principal only or under his express authority.

### **Application of this Part**

**88A.**—(1) In this Part, a full-time secondary school shall include any junior college and Centralised Institute providing pre-university education.

(2) This Part shall also apply to any Government school.

## **PART XIV**

### **MONEYS COLLECTED FROM PUPILS**

#### **Definitions**

**89.** In this Part —

“Consolidated Fund” means the Consolidated Fund established under the Constitution of the Republic of Singapore;

“Government-aided school” means a private school receiving a grant from the Government;

“national examinations” has the same meaning as in the Singapore Examinations and Assessment Board Act (Cap. 299A);

“School Fund” means the School Fund established under regulation 90;

“Singapore Examinations and Assessment Board” means the Singapore Examinations and Assessment Board established under section 3 of the Singapore Examinations and Assessment Board Act.



**School Fund**

**90.**—(1) For the purpose of controlling the moneys collected from pupils in Government and Government-aided schools, there shall be established a School Fund which shall be administered by the Director-General and into which shall be paid moneys as directed by the provisions of this Part or the Director-General.

(1A) The Director-General may authorise the principal of any Government or Government-aided school or any cluster superintendent to assist him in the administration of the School Fund.

(1B) Every principal or cluster superintendent authorised by the Director-General to administer the School Fund under paragraph (1A) shall, with respect to that part of the School Fund he is authorised to administer —

- (a) perform such duties and cause such records and accounts to be kept and rendered as may be prescribed by these Regulations or by instructions issued by the Director-General or the Government in matters of financial and accounting procedures; and
- (b) comply with such other directions as the Director-General or the Government may issue from time to time.
- (c) *[Deleted by S 252/2003]*

(1C) If it appears to the Director-General that any principal or cluster superintendent who is not in the employment of the Government but who is authorised by the Director-General to administer the School Fund under paragraph (1A) —

- (a) has failed to collect any moneys owing to the School Fund the collection of which he was responsible for;
- (b) is responsible for any improper payment of moneys from the School Fund or for any payment of such moneys which was not duly vouched; or
- (c) is responsible for any deficiency in any moneys in the School Fund,

the Director-General shall require the principal or cluster superintendent to furnish an explanation for the matter referred to

in sub-paragraph (a), (b) or (c), as the case may be, within the period specified by the Director-General.

(1D) If a satisfactory explanation is not furnished to the Director-General within the period specified by him under paragraph (1C), the Director-General may appoint a committee to inquire into the matter and to submit a report to him.

(1E) The committee referred to in paragraph (1D) shall consist of —

- (a) a public officer appointed by the Director-General;
- (b) a person appointed by the employer of the principal or cluster superintendent concerned; and
- (c) a person, not being a public officer or an employee of the employer referred to in sub-paragraph (b), appointed jointly by the Director-General and the employer referred to in sub-paragraph (b).

(1F) The Director-General may, upon considering the report of the committee referred to in paragraph (1D), surcharge against the principal or cluster superintendent concerned the whole or such proportion as the Director-General thinks fit of any amount not collected, improper payment or deficiency, as the case may be.

(1G) The Director-General may at any time withdraw any surcharge in respect of which a satisfactory explanation has been received or if it otherwise appears that no surcharge should have been made.

(1H) The amount of any surcharge made under paragraph (1F) and not withdrawn under paragraph (1G) shall be a debt due to the Government from the person against whom the surcharge is made and may be sued for and recovered in any court of competent jurisdiction at the suit of the Government.

(1I) The Director-General may direct that the amount of any surcharge shall be recovered by equal monthly instalments by deductions from the salary of the person against whom the surcharge is made in amounts not exceeding one-fourth of the total monthly salary of such person.

(2) Any interest accruing to the moneys in the School Fund shall be retained in the School Fund and used for the benefit of pupils and the advancement of education.

(3) [*Deleted by S 140/2004*]

(4) For the purposes of this rule, “cluster superintendent” means any person who has been designated by the Director-General to perform supervisory and advisory functions over a group of schools in a cluster.

### **Collection of moneys in a Government and Government-aided school**

**91.—**(1) No collection of moneys shall be made from pupils in a Government or Government-aided school other than —

- (a) school fees;
- (b) tuition and registration fees;
- (c) standard, second-tier and additional miscellaneous fees;
- (d) examination fees in respect of any of the national examinations, for and on behalf of the Singapore Examinations and Assessment Board;
- (e) miscellaneous payments for text-books, school magazines, educational publications, report books, stationery, concerts, educational visits and tours, uniforms, school badges and ties and other articles normally used by pupils; and
- (f) [*Deleted by S 493/92*]
- (g) such other fees or payments as may be approved by the Director-General from time to time.

(2) The fees collected under paragraph (1)(a) from pupils in a Government school shall be paid into the Consolidated Fund.

(3) The fees collected under paragraph (1)(a) from pupils in a Government-aided school may be retained by the school for the purpose of meeting the expenses of maintaining the school.

(4) The fees collected under paragraph (1)(b) shall, in the case where the tutorial classes are held —

- (a) in a Government-aided school, be retained by the school to meet the allowances payable to the supervisor and the teachers of those classes; and
  - (b) in a Government school, be paid into the Consolidated Fund.
- (5) The moneys collected under paragraphs (1)(c), (e) and (g) shall be paid into the School Fund and shall be used for the purposes for which they are collected.
- (6) The fees collected under paragraph (1)(d) shall be paid to the Singapore Examinations and Assessment Board.
- (7) [*Deleted by S 493/92*]

### **Collection of other moneys**

**92.** All moneys received by or collected on behalf of a Government or Government-aided school to be used for the purposes of the school, the benefit of the pupils and the advancement of education shall be paid into the School Fund.

### **Examination fees collected from private candidates**

**93.** All examination fees payable by persons who are not pupils of a Government or Government-aided school in respect of any of the national examinations shall be paid to the Singapore Examinations and Assessment Board.

### **Director-General must approve fees**

**94.—**(1) The supervisor of every private school other than a Government-aided school shall submit to the Director-General for approval a list of the proposed fees to be charged for tuition and other purposes.

(2) No change in the nature or amount of these fees shall be made without the approval of the Director-General.

### **Approved fees to be published in *Gazette***

**95.** The Director-General shall cause to be published in the *Gazette* the amount of the approved fees of every school as they are severally

approved together with the name of the supervisor and the address of the school.

### **Statement of fees to be displayed in school**

**96.** A notice showing the fees approved by the Director-General under regulations 91 and 94 for particular classes or groups of classes shall be displayed in a conspicuous place in every school and shall be renewed as often as necessary to keep it clearly legible.

### **Method of collection of fees**

**97.** Unless otherwise permitted in writing by the Director-General, the approved monthly fee shall be collected either —

- (a) in 12 equal payments collected on or after the first school day of each month of the calendar year; or
- (b) in 10 equal payments collected on or after the first school day of each of the months January to October inclusive:

Provided that where the whole of a month is contained in a holiday the approved monthly fee for that month may be collected during the last week of the previous term.

### **Formal receipts**

**98.** The payment of every sum of money by or on behalf of a pupil to a supervisor, manager or teacher shall be forthwith acknowledged in writing by the supervisor, manager or teacher, respectively, on a proper form of receipt.

### **Accounting for fees received from pupils**

**99.—(1)** The supervisor of every school shall account for all fees collected from pupils in proper books of account.

(2) Every account book kept by the supervisor shall be preserved throughout the period of office of the principal who operates the account book or for a period of 5 years from the date of the last entry in such book, whichever is the longer.

(3) All such accounts shall be made available at all times for scrutiny by an Inspector of Schools.

## PART XV

### OUTSIDE COLLECTIONS AND SUBSCRIPTIONS

#### **List of subscribers to be submitted to Director-General each year**

**100.**—(1) Any person may notify the supervisor of any registered school that he wishes to be entered on the list of subscribers of the school.

(2) A list of such subscribers shall be submitted to the Director-General by the supervisor within one month of the beginning of each calendar year. Upon the application of the supervisor, the Director-General may, if he thinks fit from time to time during the year in which the list is current, add to the list the name of any person who notifies the supervisor that he wishes to be entered on the list.

(3) No person whose name does not appear on the list shall in the year during which the list is current be deemed to be for the purposes of these Regulations a subscriber of the school.

#### **School may collect subscriptions from managers and subscribers but from no others except with written sanction of Director-General**

**101.** The supervisor of a school may collect subscriptions from or circulate subscription lists to the managers or subscribers of the school for the ordinary maintenance and upkeep of the school; but, except as aforesaid, no person shall without the written sanction of the Director-General collect subscriptions or circulate subscription lists on behalf of any school whether existing in or outside Singapore or with a view to the formation of a school either in or outside Singapore.

#### **Applications for such permission**

**102.**—(1) All applications for the sanction of the Director-General for the collection of subscriptions on behalf of any school shall be made in writing to the Director-General and shall state the object for which the subscription is to be raised, the amount expected or desired to be subscribed, the methods of collection to be adopted, the estimated costs of collection, the names of all collectors, the name of the person to be responsible for the money collected and for the proper

keeping of accounts, the name of the bank or other place of deposit into which the money subscribed will be paid, and the name of the person who will control the expenditure of the money so collected.

(2) The Director-General may require the applicant to give such further information as the Director-General may require about the finances and management of the school and the purposes and management of the proposed subscription.

### **Director-General may withhold sanction**

**103.** The Director-General may withhold his sanction to any application if he is satisfied that the school in respect of which the application is made is run for the profit either of the managers or of the teachers or of any other person, or when it appears to the Director-General that the finances of the school are not being properly administered or the school efficiently managed or where the Director-General considers that the persons in charge of the subscription are unsuitable or the estimated expenses unreasonable, or the object for which the subscription is to be raised is prejudicial to the interests of the pupils of the school or of the public generally.

### **Director-General may impose limitations**

**104.** In giving his sanction to any application under regulation 101, the Director-General may limit as he thinks fit the area in which subscriptions may be collected or subscription lists circulated and the period for which his sanction shall be operative and may fix a date on which full and final accounts of the subscription and of all expenses incurred in connection therewith shall be rendered to him and on which all collection books or lists shall be returned to him for cancellation and may also require the accounts to be published in a local newspaper.

### **Director-General to sign collection books and lists**

**105.** When sanction for any subscription or collection has been given by the Director-General no collection books, receipt books, books of tickets or subscription lists shall be used for the purposes of subscription or collection other than books or lists signed by the Director-General or stamped with his official stamp; and the Director-

General may require the names of all collectors to be clearly written in such collection books.

### **Director-General to scrutinise accounts and order disposal of balances**

**106.** The purposes for which the collection was sanctioned shall be fulfilled within a reasonable time of the closing of the subscription list and the accounts shall be submitted for scrutiny to the Director-General. Any balance remaining unspent shall be expended as the Director-General may direct for the benefit of the pupils of the school. The Director-General may decide what is to be considered a reasonable time in each case.

### **Requirements of other written laws to be complied with**

**107.** The provisions of these Regulations shall be without prejudice to the requirements of any other written law from time to time in force concerning the regulation of house to house and street collections.

## **PART XVI**

### **SCHOOL GENERAL ACCOUNTS**

#### **Accounts to be kept and produced to Director-General**

**108.**—(1) The supervisor of every school shall cause to be kept proper books of account in which shall be shown every item of income and expenditure received and incurred on behalf of the school.

(2) The Director-General may at any time require the supervisor of any school to furnish accounts, including those kept by the principal, audited by an auditor approved by the Director-General.

(3) The supervisor shall, if so required, produce to the Director-General all books and documents relating to the accounts of the school including those kept by the principal, and the Director-General or an officer authorised by him may remove the books from the school premises to examine them in detail.



## PART XVII

## USE OF SCHOOL PREMISES

**Approval of Director-General required for inspections, etc., on school premises**

**109.** No person other than a registered manager of or teacher in any school or any other person authorised in that behalf by virtue of the Act shall be allowed on school premises at any time for the purpose of teaching, examining or taking any part in the conduct of school or classroom activities, or making any educational inspection or investigation unless that person has received the written approval of the Director-General.

**Director-General to approve use of premises other than for ordinary conduct of school**

**110.—(1)** No school premises may be used at any time for purposes other than the ordinary conduct of the school without the prior permission in writing of the Director-General.

(2) Application for such permission must be made at least 14 days before the date for which it is sought.

(3) The Director-General may at his discretion issue by notice in writing permission for the regular use of school premises by particular bodies and such permission shall, subject to any restrictions specified in the notice, hold good until cancelled by a further notice in writing.

(4) If he has reasonable cause to believe that the premises of any school are being used by any persons whatever for purposes other than the ordinary conduct of the school without his permission having been obtained for such use, the Director-General may enter the premises accompanied by such persons as he thinks expedient and take such action as he considers necessary to cause the person so offending against this regulation to leave the premises.

## PART XVIII

### POLITICAL PROPAGANDA IN SCHOOLS

#### **No political teaching or activities detrimental to Singapore permitted**

**111.**—(1) No instruction, education, entertainment, recreation, propaganda or activity of any kind which shall be in any way of a political or partly political nature or detrimental to the interests of Singapore or of the pupils or contrary to the approved syllabus shall be permitted amongst the teachers or pupils either upon the school premises or elsewhere upon the occasion of any school activity or combined schools activity.

(2) The use or display by teachers or pupils either upon the school premises or elsewhere upon the occasion of any school activity or combined schools activity of salutes, songs, dances, slogans, uniforms, flags or symbols which have a customarily political association shall be unlawful.

## PART XIX

### CONTROL OF BOOKS TO BE USED IN SCHOOL

#### **Minister may prohibit importation of text-books**

**112.**—(1) The Minister may by order published in the *Gazette* prohibit the importation of any school text-book the use of which appears to him undesirable.

(2) Any person who imports, publishes, sells, offers for sale, buys, offers to buy, distributes, supplies, reproduces or without lawful excuse has in his possession any school text-book the importation of which has been prohibited by the Minister or any extract thereof shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$500 for a first offence or \$1,000 for a second or subsequent offence.

### **Director-General may prohibit use of book**

**113.**—(1) The Director-General may by order published in the *Gazette* prohibit the use in any school of any book or other written or printed matter the use of which he considers undesirable.

(2) No person shall use in or in connection with any school any book or other written or printed matter the use of which in schools has been prohibited by the Director-General or prohibited by the Minister under the provisions of any written law.

## **PART XX**

### **GENERAL**

#### **School name to be displayed**

**114.** There shall be prominently displayed at or near the entrance to every school a board or other form of notice bearing in conspicuous Roman lettering the registered name of the school.

#### **Refusal to register**

**115.** The Director-General may refuse to register any name proposed for a school, which in his opinion is unsuitable or misleading.

#### **Limitation of number of pupils**

**116.** Except with the permission of the Director-General given by notice in writing to the supervisor, not more than 1,200 pupils shall be in the charge of any one principal, and pupils controlled by different principals shall not occupy the same school building or buildings at one and the same time.

#### **Leaving certificates**

**117.** Every pupil other than a pupil whose fees have not been paid in full shall upon leaving any school be issued by the principal with a leaving certificate in a form approved by the Director-General and bearing the registered name of the school followed immediately by the words “Government”, “Government-Aided School” or “Private

School” whichever is applicable in letters of the same size and kind as those used for the name of the school.

## **Returns**

**118.** The supervisor of every school shall submit to the Director-General without delay any returns which the Director-General may by notice in writing require.

## **PART XXI**

### **APPEALS**

## **Appeals**

**119.**—(1) Any person who wishes to appeal against any order, decision or requirement made by the Director-General under these Regulations may within 14 days of the date of such order, decision or requirement appeal —

- (a) in the case of orders, decisions or requirements under regulations 110 and 113 to the Minister; and
- (b) in all other cases to the Appeals Board established under the Act.

(2) Notwithstanding the pendency of any appeal, a decision or requirement which is the subject of an appeal shall, unless the Director-General otherwise directs in writing, take effect on the date stated in the notice issued by the Director-General.

*[G.N. Nos. S 2/58; S 242/59; S (N.S.) 121/59; S 27/68;  
S 123/76; S 100/90; S 537/91; S 493/92; S 451/93;  
S 352/94; S 61/2002; S 208/2003; S 252/2003; S 140/2004]*

LEGISLATIVE HISTORY  
EDUCATION (SCHOOLS) REGULATIONS  
(CHAPTER 87, RG 1)

This Legislative History is provided for the convenience of users of the Education (Schools) Regulations. It is not part of these Regulations.

**1. G.N. No. S 2/58 — Education (Schools) Regulations 1957**

Date of commencement : 3 January 1958

**2. G.N. No. S 242/59 — Schools (Amendment) Regulations 1959**

Date of commencement : 29 May 1959

**3. S (N.S.) 121/59 — Schools (Amendment No. 2) Regulations 1959**

Date of commencement : 25 September 1959

**4. G.N. No. S 27/68 — Schools (Amendment) Regulations 1968**

Date of commencement : 26 January 1968

**5. G.N. No. S 123/76 — Schools (Amendment) Regulations 1976**

Date of commencement : 11 June 1976

**6. G.N. No. S 100/90 — Schools (Amendment) Regulations 1990**

Date of commencement : 9 March 1990

**7. G.N. No. S 537/91 — Schools (Amendment) Regulations 1991**

Date of commencement : 1 January 1992

**8. 1990 Revised Edition — Education (Schools) Regulations (Rg 1)**

Date of operation : 25 March 1992

**9. G.N. No. S 493/92 — Education (Schools) (Amendment) Regulations 1992**

Date of commencement : 1 January 1993

**10. G.N. No. S 451/93 — Education (Schools) (Amendment) Regulations 1993**

Date of commencement : 1 December 1993

**11. G.N. No. S 352/94 — Education (Schools) (Amendment) Regulations 1994**

Date of commencement : 16 September 1994

**12. G.N. No. S 61/2002 — Education (Schools) (Amendment) Regulations  
2002**

Date of commencement : 1 February 2002

**13. G.N. No. S 208/2003 — Education (Schools) (Amendment) Regulations 2003**

Date of commencement : 24 April 2003

**14. G.N. No. S 252/2003 — Education (Schools) (Amendment No. 2) Regulations 2003**

Date of commencement : 19 May 2003

**15. G.N. No. S 140/2004 — Education (Schools) (Amendment) Regulations 2004**

Date of commencement : 1 April 2004