

LOCAL GOVERNMENT (LILONGWE CITY COUNCIL) (PRIMARY EDUCATION)  
BY-LAWS, 2018

ARRANGEMENT OF BY-LAWS

BY-LAW

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GOVERNMENT NOTICE NO. ...

LOCAL GOVERNMENT ACT  
(CAP 22:01)

LOCAL GOVERNMENT (LILONGWE CITY COUNCIL) (PRIMARY EDUCATION)  
BY-LAWS, 2018

IN EXERCISE of the powers conferred by section 103 of the Local Government Act, the Lilongwe City Council has made the following By-laws—

PART I—PRELIMINARY

- Citation **1.** — These By-laws may be cited as the Local Government (Lilongwe City Council) (Primary Education) By-laws, 2018.
- Interpretation **2.** — In these By-laws, unless the context otherwise requires—
- “Council” means Lilongwe City Council;
- “child” means any person below the age of 18 years;
- Cap 30:01 “inspector” means an inspector appointed in accordance with the Education Act;
- “learner” means any person enrolled at a primary school;
- “parent”, in relation to a learner, includes a guardian, whether by customary law or otherwise, and every person who has the actual custody of the learner;
- “public school” means a school owned, maintained or managed by the Council; and
- “school” means any primary school.
- Application **3.** — These By-laws shall apply within the area of jurisdiction of the Lilongwe City Council.

PART II—GENERAL PROVISIONS

- Admission, tuition and requirements for school **4.**— (1) Every public school shall be free of tuition fee to all learners.
- (2) A public school shall not admit a child under the age of 6.
- (3) A school shall have uniform for easy identification of its learners.
- (4) A classroom at any school shall not accommodate learners in excess of the threshold set by the Ministry responsible for Education.

G.N... (5) Subject to the Local Government (Lilongwe City Council) (Sanitary Arrangements) By-laws, every school shall provide adequate sanitary facilities for both learners and teachers.

(6) Every school shall have a School Improvement Plan (SIP) where its mission and development plan shall be articulated.

(7) A parent shall ensure that his child is attending school without any hindrance and failure on his part to send the child to school is an offence.

Textbooks **5.—** (1) A school shall have a stores section where all text books for the school shall be kept.

(2) A learner or a teacher shall access the text books when required at reasonable times.

(3) All text books shall be stamped with the school stamp.

(4) A person who loses a school text book shall be required to replace it.

Private Primary school **6.—** (1) A person shall not operate a private primary school unless the school—

(a) is registered with the Council;

G.N.....2018 (b) has been issued with a business premises licence by the Council under the Local Government (Lilongwe City Council) (Business Premises Licencing) By-laws; and

(c) has been issued with an Education Management Information System (EMIS) number by the Council.

(2) An application for registration shall be in the form specified in the First Schedule.

(3) An application for registration shall be accompanied by an appropriate fee set out in Second Schedule.

(4) A registration certificate issued under this by-law shall be in the form prescribed in the Third Schedule.

**LCC: LICENCE/REGISTRATION CERTIFICATE FORM NOT PROVIDED**  
**Mr Msukwa**

Cap. 15:03 (5) The Council shall not register a school whose proprietor is not a citizen of Malawi, unless he has a valid Business Residence Permit issued under the Immigration Act.

Inspection

**7.—** (1) A school shall allow an inspector to inspect the premises at any reasonable time.

(2) In addition to the powers conferred on the inspector under the Education Act, an inspector shall ensure that learners are getting the highest attainable standard of education from the teachers without any hindrance.

(3) The inspector shall, upon inspecting a school, complete the appropriate form in the Fourth Schedule.

Examination **8.—** (1) A school shall continuously assess its learners and administer examinations at the end of each school term.

(2) A school shall administer mock examinations to its learners who are in their final class before they sit for final primary examinations, as per their school examination system.

(3) A school shall ensure that learners who are in the final class sit for final examinations as per their school examination system.

(4) A parent shall be responsible for payment of his child's final examination fees and other incidental costs as required by the applicable examining board.

School fund **9.—** (1) A parent shall be required to pay a contribution towards school fund for the effective running and development of a public school, as determined by the School Management Committee, from time to time.

(2) A public school shall have at least one bank account into which revenue collected for school fund, School Improvement Grant or any other revenue generated at school level shall be deposited and no funds shall be utilized at source.

(3) A public school shall maintain books of accounts to ensure transparency and accountability in the utilisation of its financial resources.

Cap. 37:01 (4) Funds raised under this by-law shall be treated as public funds and shall be audited in accordance with provisions of the Public Audit Act.

(5) A public school shall be allowed to have petty cash from the money deposited in its bank account in accordance with paragraph (2) whose limit shall be determined by the Council from time to time.

(6) A public school may hire out its premises or furniture when not in use by learners at a fee to be determined by the School Management Committee:

Provided that all funds collected shall be deposited into the bank account and accounted for as required under paragraph 3.

(7) Any major project to be undertaken by a public school shall require the prior approval of the Council.

- Service charter implementation **10.**— A school shall have a service charter.
- 11.**— A teacher shall prepare, use and update teaching records.
- School Rules **12.**— (1) A school shall, in consultation with all stakeholders, develop and adopt rules and regulations.
- (2) Rules and regulations shall be displayed on a notice board or on any other conspicuous place at the school.
- Disciplinary committee **13.**— A public school shall have a disciplinary committee which shall consist of—
- (a) deputy head teacher as chairperson;
  - (b) two members of the Parents-Teachers’ Association;
  - (c) heads of the school’s teaching departments ;
  - (d) member of the School Management Committee; and
  - (e) in case of a matter involving a learner, head boy or head girl, as the case may be.
- Roles of Disciplinary committee **14.**— (1) The roles of the Disciplinary Committee shall be to—
- (a) hear and determine misconduct cases relating to learners; and
  - (b) refer cases of misconduct relating to teachers to the Council.
- (2) A learner shall not be punished without being heard.
- Procurement committee **15.**— Every public school shall have a procurement committee comprising—
- (a) deputy head teacher;
  - (b) School Management Committee Chairperson; and
  - (c) Parent Teacher Association Chairperson.
- Establishment of School Management Committee **16.**— There shall be a School Management Committee at each school which shall comprise—
- (a) District Education Manager or his representative;
  - (b) Head teacher/Deputy Head teacher of the School;
  - (c) Member of Parent Teacher’s Association; and
  - (d) two co-opted members (ex-officio) (non-voting)
- Roles of School Management Committee  
Cap. 30:01 **17.**— In addition to the roles provided under the Education Act, the School Management Committee shall—
- (a) implement development activities at the school;

- (b) check attendance and punctuality of both teachers and learners; and
- (c) assist in admission of new entrants.

Tenure of school Management Committee

**18.** — Tenure of office for a School Management Committee shall be two years.

Parent Teacher's Association

**19.**— (1) A school shall have a Parent Teacher's Association which shall consist of—

- (a) chairperson and vice chairperson from the community;
- (b) head teacher as secretary;
- (c) two (2) teachers; and
- (d) three (3) parents.

(2) Members of the Parents Teachers' Association referred to in paragraphs (a) and (d) shall be elected every year.

Roles of Parent Teacher Association

**20.** — The roles of the Parent Teacher Association shall be to—

- (a) initiate development activities;
- (b) conduct parent teacher Association meetings; and
- (c) hold the School Management Committee accountable.

Establishment of Mother Group

**21.**— (1) There shall be a Mother group for each public school which shall comprise—

- (a) ten (10) women from the community;
- (b) female representative of the Parent Teachers' Association;
- (c) female representative of the School Management Committee;
- (d) female teacher; and
- (e) female block leader.

(2) Members of the Mother Group referred to in paragraph (a) shall be elected every two years.

Roles of the Mother Group

**22.** — The roles of the Mother Group shall be to—

- (a) interact with children who drop out of school, especially girls, and lobby with the children, parents and the community for the readmission of the children into school;

- (b) undertake income generating activities to help needy learners, especially girls;
- (c) ensure that the learning environment, sanitation, physical and other facilities at the school are conducive to learners and, with respect to girls, ensuring that appropriate facilities for menstrual hygiene are available; and
- (d) provide incentive packages to girls who do well in class.

Health and nutrition

**23.—** (1) A school shall be encouraged to have a home-grown school garden in collaboration with stakeholders in the community.

(2) A school shall be encouraged to have a woodlot and orchard.

(3) Parents and members of the surrounding community shall be duly informed and, where appropriate, be involved where simple drugs or vaccines are administered to learners on school premises.

Partnerships

**24. —** (1) Subject to the approval of the Council, a public school may enter into a partnership with a private company or any other institution desirous of providing support to the school in fulfilment of its corporate social responsibility.

(2) A donor who intends to make a donation to a public school shall seek approval of the Council before making the donation to the school.

Primary Education Advisor

**25. —** A public school shall be attached to a Primary Education Advisor who shall be appointed by the Council.

Roles of Primary Education Advisor

**26.—**The roles of the Primary Education Advisor shall be—

- (a) to supervise and advise head teachers and teachers;
- (b) to initiate, plan, organize and conduct continuous professional development for teachers;
- (c) to determine and manage budgetary requirements for the Teacher Development Centre;
- (d) to monitor and support schools in financial management; and
- (e) any other duties as assigned from time to time.

### PART III—OFFENCES AND PENALTIES

**27.** — (1) A person who contravenes a provision of these By-laws or fails to comply with the terms of any notice served upon him by the Council or fails to comply with any condition imposed by the Council commits an offence and shall be liable to the following penalties —

- (a) a fine of K2,000.00, payable to the Council, upon being notified of the contravention for the first time by an official of the Council;
- (b) Where the contravention continues, to a further penalty of K200.00 for each day during which the offence continues or a term of imprisonment of six months or both such fine and imprisonment;
- (c) Notwithstanding the penalties provided under paragraph (a) and (b), in case of a private school, the Council may suspend, on such conditions as the Council may consider appropriate, or revoke the school's Registration Certificate or Business Premises Licence in accordance with provisions of by-law 14 paragraphs (5), (6) and (7) of the Local Government (Lilongwe City Council) (Business Premises) By-laws, 2018.
- (d) The Council shall recover from the proprietor of the private school the cost of enforcing its decision or rectifying the damage caused by the contravention, and such cost shall, where the Council uses its own resources, conform to prevailing market rates.

(2) No part of the fees paid for a Registration Certificate shall be refunded on the suspension or revocation of the certificate.



FIRST SCHEDULE

(by-law 6(2))

LILONGWE CITY COUNCIL

LOCAL GOVERNMENT (LILONGWE CITY COUNCIL) (PRIMARY EDUCATION)  
BY-LAWS

APPLICATION FOR REGISTRATION OF A PRIVATE PRIMARY SCHOOL

TO: The Chief Executive,  
Lilongwe City Council,  
P.O Box 30396,  
LILONGWE 3.

I/we apply for permission to establish a Private Primary School and make application for registration under By-law 6 of the Local Government (Lilongwe City Council) (Primary Schools) By-laws, 2018.

1. (a) Name of Applicant /Proprietor .....  
(in block letters)
- (b) Postal Address.....  
Nationality.....
- (c) Telephone Number .....Email address .....
- ...
2. (a) Name of Primary School (if any) .....
- (b) Plot Number .....Road .....
- (c) Postal address .....
- (d) Telephone Number .....
3. (a) Age of Applicant /Proprietor .....
- (b) Other occupation of Applicant/Proprietor .....
- .....
- (c) Full name of Applicant /Proprietor Spouse.....  
.....

- (d) Occupation of Spouse.....
- (e) Names and ages of applicant's /Proprietor children (if any).....  
.....  
.....  
.....
- (b) Is Applicant's /Proprietor's residence different or the same as premises of the Primary School?
- (c) Other occupants of the premises of the Primary School.....  
.....  
.....
- 4. (a) Details of any special qualification held by applicant /Proprietor.....  
.....  
.....  
.....
- (b) Brief details of applicant's /Proprietor's experience in the field of Primary School management (including number of children, place and year)  
.....  
.....  
.....
- 5. (a) Number of Children for which proposed Primary School is to cater:  
.....
- 6. Normal hours of business.....  
Is Saturday included?.....  
Is Sunday included?.....
- 7. Size of classrooms to be used by children (each room to be numbered and measured separately)  
.....  
.....  
.....
- 8. (a) Arrangement for regular examination of children.....

- (b) Name of Medical Practitioner .....
- (c) Address.....
- (d) Telephone Numbers .....

9. Details of Staff to be employed in running the Primary School:

NAME	ADDRESS	AGE	QUALIFICATION	EXPERIENCE

10. Where the applicant/proprietor or any of the proposed members of staff has previously been convicted of any criminal offence or contravention of these By-laws, give details:

.....  
 .....

11. Any additional information in support of the application.....

.....  
 .....

12. Declaration

*I declare that the information I have given above is true to the best of my knowledge and am aware that failure to disclose relevant information or provision of false information shall result in refusal of the licence or, if issued, immediate revocation of the licence upon discovery of the anomaly.*

Dated this.....day of.....20.....

Signed .....  
 Applicant/Proprietor

SECOND SCHEDULE (by-law 6(3))

LILONGWE CITY COUNCIL

LOCAL GOVERNMENT (LILONGWE CITY COUNCIL) (PRIMARY EDUCATION)  
BY-LAWS

FEES PAYABLE FOR REGISTRATION OF PRIVATE PRIMARY SCHOOL

- |   |                           |
|---|---------------------------|
| 1. Registration Fee   | K 5,000.00                |
| 2. Fee payable on the issue of a licence to establish a Class A Primary School (International school)         | K300,000.00               |
| 3. Fee payable on the issue of a licence to establish a Class B Primary School (Low and Medium Density areas) | K150,000.00               |
| 4. Fee payable on the issue of a licence to establish a Class C Primary School (High Density Areas)           | K 50,000.00               |
| 5. <del>Inspection fee</del>  | <del>K 30,000.00 ??</del> |
| <b>PREMISES INSPECTED UNDER BUSINESS LICENCING ???? LCC: MSUKWA</b>   |                           |
| 6. Replacement of registration certificate  | K 10,000.00               |

**LCC: TO REVIEW FEES AS THIS IS IN ADDITION TO PREMISES LICENCING FEES**

**MSUKWA & TEAM**

THIRD SCHEDULE by-law 6(4))

LILONGWE CITY COUNCIL

LOCAL GOVERNMENT (LILONGWE CITY COUNCIL) (PRIMARY EDUCATION)  
BY-LAWS

PRIVATE SCHOOL REGISTRATION CERTIFICATE

**LCC TO PROVIDE MSUKWA**

FOURTH SCHEDULE

(by-law 7(3))

LILONGWE CITY COUNCIL

LOCAL GOVERNMENT (LILONGWE CITY COUNCIL) (PRIMARY  
EDUCATION) BY-LAWS

FORM I

RECORD OF INSPECTION

NB: Refer to the relevant standards and their requirements when completing this record.

School name:	Teacher's name:
Number on roll:	Class:
Lesson subject	Date: / / time from to
Lesson topic:	Number in class: (m) (f) Total Age range: Youngest Oldest
Success criteria:	Observer's name:

NES 1: Learning in lessons +/-	<input type="checkbox"/>
NES 2: Students' outcomes in the curriculum +/-	<input type="checkbox"/>
NES 3: Attainment across the school +/-	<input type="checkbox"/>
NES 4: Students' participation in education +/-	<input type="checkbox"/>
NES 5: Students' behaviour and involvement in school life +/-	<input type="checkbox"/>
NES 6: Students' safety and protection +/-	<input type="checkbox"/>
NES 7: A curriculum which is appropriate and relevant +/-	<input type="checkbox"/>
NES 8: High expectations +/-	<input type="checkbox"/>

<p>NES 9: Teachers with good professional, subject and curriculum knowledge +/-</p>	<input data-bbox="911 416 986 488" type="checkbox"/>
<p>NES 10: Well-planned lessons +/-</p>	<input data-bbox="911 741 986 813" type="checkbox"/>
<p>NES 11: Teaching for effective learning +/-</p>	<input data-bbox="911 981 986 1055" type="checkbox"/>
<p>NES 12: Accurate and constructive use of assessment +/-</p>	<input data-bbox="911 1182 986 1256" type="checkbox"/>
<p>NES 13: Teaching which meets the needs of all students +/-</p>	<input data-bbox="911 1361 986 1435" type="checkbox"/>
<p>NES 14: Effective management of behaviour +/-</p>	<input data-bbox="911 1608 986 1682" type="checkbox"/>
<p>NES 15: School vision, goals and values +/-</p>	<input data-bbox="911 1854 986 1917" type="checkbox"/>

NES 16: School Self Evaluation and Improvement +/-	<input type="checkbox"/>
NES 17: School Governance +/-	<input type="checkbox"/>
NES 18: School Leadership +/-	<input type="checkbox"/>
NES 19: Partnership with Parents and Community +/-	<input type="checkbox"/>
NES 20: Staff supervision and development +/-	<input type="checkbox"/>
NES 21: Staff development and management +/-	<input type="checkbox"/>
NES 22: Care and welfare of students +/-	<input type="checkbox"/>
NES 23: Access, equity and inclusion +/-	



	<input type="checkbox"/>	
NES 24: Management of buildings and facilities+/-	<input type="checkbox"/>	
NES 25: Management of material resources +/-	<input type="checkbox"/>	
NES 26: Financial Management	<input type="checkbox"/>	

1=Below minimum; 2=Meets minimum; 3=Exceeds minimum; 4=Effective practice

Record here any other relevant observations e.g. comments on resources, display, quality of accommodation
Main strengths of the lesson to feed back to the teacher
Main areas where improvements should be made (no more than 3)

FORM II

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

PRIVATE SCHOOLS INSPECTION FORM

A. GENERAL INFORMATION

NAME OF SCHOOL: .....

MoEST REGISTRATION NUMBER:.....

DATE OF ESTABLISHMENT:.....

PROPRIETOR: .....

HEADTEACHER: .....

POSTAL ADDRESS: .....

.....

EMAIL/PHONE: .....

PHYSICAL ADDRESS: .....

TYPE OF SCHOOL: Primary: .....

CATEGORY OF SCHOOL: a) Single Sex:

M / F Co-Education:

b) Day/ Boarding:

TYPE OF CURRICULUM:

a) National: Old: New: .....

b) International:.....

LAND OWNERSHIP:

Leasehold:

specify.....

Customary:.....

Rented: .....

SCHOOL FEES:

Tuition:..... Boarding:.....

Other:.....

TEACHERS' SALARY RANGE/MONTH: .....

DATE OF INSPECTION: .....

PREVIOUS DATE OF INSPECTION: .....

RESPONDENT(S):

Name:..... Title:.....

Name:..... Title:.....

NAMES OF INSPECTORS:

.....  
.....  
.....  
.....

#### SCHOOL MANAGEMENT

Availability of:

Yes / No / Evidence

- ✦ Board of Directors
- ✦ PTA
- ✦ Head-teacher
- ✦ Deputy Head-teacher
- ✦ Sub Committees e.g. Discipline
- ✦ Boarding Master and/or Mistress
- ✦ Matron
- ✦ Student Prefect System

#### B. CONDUCIVENESS TO LEARNING

Description Comment

- ✦ Permanent infrastructure (burnt bricks & mortar) purposefully built
- ✦ Environment i.e. far away from disturbances like road (10 m), bars, rest-houses, market place (100 m) etc
- ✦ Adequacy of space for other activities like sports
- ✦ Demarcation of campus i.e. no encroachment and no footpaths in the learning area etc
- ✦ Safety and health hazards i.e. condition of structures like walls, electric cables etc
- ✦ Availability of safe water

#### C. AVAILABILITY OF SCHOOL RECORDS

Yes/No

- ✦ Schemes of Work
- ✦ Attendance Registers
- ✦ Log Book
- ✦ Circulation File
- ✦ Master Time Table

Yes /No

- ✦ Admission Registers
- ✦ Sick Register
- ✦ Scholastic Records
- ✦ Discipline File

✦ Calendar of Events

D. GENERAL ENVIRONMENT

Qty, Size, Adequacy, Ventilation, Lighting, Neatness, Displays Comment

Learning Area

Head's Office

Staffroom

Classrooms

Desk & chair set /classroom

Library

Science Lab.

Agriculture Plot

Computer Lab.

Home Economics

Techn. Workshops

Staff Toilets (M)

Qty, Size, Adequacy, Ventilation, Lighting, Neatness, Displays Comment

Staff Toilets (F)

Boys' Toilets

Girls' Toilets

General Purpose

Hall

Playing Fields

Boarding Area

Kitchen

Dining Hall

Menu

Food Storage

Boys' Hostels

Hostel Toilets

Hostel Bathrooms

Girls' Hostels

Hostel Toilets

Hostel Bathrooms

Incinerator

Sick Bay/Room

Fire fighting equip

E. AVAILABILITY OF LABORATORY EQUIPMENT AND OTHER RESOURCES

Laboratory

Basic Facilities and Other

Resources

Quantity & Status

Science Working Benches

Running Water

Fume Board

Laboratory Stools

Ventilation & Lighting

Chemical Storeroom

Preparation Room

Laboratory

Basic Facilities and Other

Resources

Quantity & Status

Computer Sets

Working Desks & Chairs

Ventilation & Lighting

Home Economics Cookery Lab

Working Units

Cooking Area  
 Storage Area  
 Safe Water  
 Needlework Lab  
 Sewing Machines  
 Laundry Area  
 Ventilation & Lighting  
 Safe Water  
 Technical Working Benches  
 Bench Vices  
 Hand Cutting Tools  
 Machine Cutting Tools  
 Measuring Tools  
 Safe Water  
 Storeroom  
 Ventilation & Lighting  
 First Aid Kit

## F. PRIMARY SCHOOL SECTION: TEACHING AND LEARNING

### 1. LEARNER ENROLMENT

Standard Streams Day Scholars Boarders Total  
 Boys Girls Boys Girls Boys

1  
 2  
 3  
 4  
 5  
 6  
 7  
 8

TOTAL

TOTAL NUMBER OF LEARNERS IN THE SCHOOL

### 2. SUBJECTS OFFERED

Infant Level (1&2) Junior Level  
 (3&4)

Senior Level (5-8)

Standard 1 Standard 2

Availability of Syllabus Recommended periods/wk Actual periods/week Availability of Syllabus Recommended  
 periods/wk Actual periods/week Availability of Syllabus Recommended periods/wk Actual periods/week

Availability of Syllabus Recommended periods/wk Actual periods/week

Introduction to School

Life & Learning (Term 1) 25 0 ---

Chichewa 7 9 7 5

English 5 5 6 8

Numeracy & Mathematics 7 10 10 8

Expressive Arts 4 5 5 5

Life Skills 0 5 5 5

Social & Environmental

Sciences --

4

5

Agriculture (from Std 4) --

2

5  
 Science & Technology --  
 -  
 6  
 Bible Knowledge/  
 Religious Education 2 2 2 2  
 TOTAL 25 36 39 49

NO. OF TERMS (3): ..... LENGTH OF TERM (13 wks):.....

NO. OF PERIODS/DAY Infant (5-7):..... Junior (8)..... Senior (10).....

LENGTH OF PERIODS (30&35 min): .....

LENGTH OF SCHOOL DAY: FROM:.....TO:.....

EXTRA-CURRICULAR ACTIVITIES OFFERED: .....10.....

**3. NATIONAL EXAMINATION RESULTS**  
 PRIMARY SCHOOL LEAVING CERTIFICATE OF EDUCATION

Year  
 No. Entered  
 No of  
 Candidates  
 No. of Passes    Pass %                    Total Pass %  
 Boys Girls Boys Girls Boys Girls Boys Girls  
 2008  
 2007  
 2006

**4. APPROVED TEXT BOOKS**

Quantity Ratio  
 (2:1) Comment Infant Junior Senior Total  
 Introduction to School Life  
 Chichewa  
 English  
 Numeracy & Mathematics  
 Expressive Arts  
 Life Skills  
 Social & Environmental Sciences  
 Agriculture  
 Science & Technology  
 Bible Knowledge  
 Religious Education

**5. REFERENCE BOOKS**

Qty Comment

**6. TEACHING PERSONNEL**

Name of Teacher  
 Status  
 Period of Service Qualifications

Subjects Teaching Class  
Teaching  
Full Time Part Time Academic Year School/  
College Professional Year College

**H. GENERAL IMPRESSION**

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**I. RECOMMENDATIONS:**

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.....  
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.....  
.....  
.....

FORM III

PRIVATE SCHOOLS INSPECTION RESULTS.

1. Preliminary Information.

NAME OF SCHOOL: .....

MoEST REGISTRATION NUMBER:.....

DATE OF ESTABLISHMENT:.....

PROPRIETOR: .....

HEADTEACHER:.....

POSTAL ADDRESS:.....

.....

EMAIL/PHONE: .....

PHYSICAL ADDRESS:.....

.....

TYPE OF SCHOOL: Primary:.....

DATE OF INSPECTION: .....

NAMES & SIGNATURES OF INSPECTORS:.....

.....

**2. MANAGEMENT AND GENERAL INFORMATION**

A school shall pass this section if BOTH squares and 47 circles below are ticked. Schools that do not meet the requirements of this section shall be disqualified and subsequently closed.

- (a) Free from external disturbances
- (b) Registration of school with MoEST
- (c) Availability of safe water
- (d) Cleanliness of the environment
- (e) Availability of playing ground
- (f) Availability of school management system with board of Directors,  
head teacher and prefects
- (g) Availability and maintenance of school records
- (h) Availability of a functioning timetable
- (i) Availability and use of a notice board





Results

Pass

Fail

### 3. INFRASTRUCTURE

A school shall pass this section if BOTH squares and 6/11 circles below are ticked. Schools that do not meet the requirements of this section shall be disqualified and subsequently closed.

- a) Permanent buildings purposefully built for school
- b) Availability of toilets
- c) Availability of adequate classrooms
- d) Total separation of schools (primary from secondary, pre-school from day-care)
- e) Availability of head teacher's office
- f) Availability of staffroom
- g) Availability of acceptable classrooms (58m<sup>2</sup> for 40 pupils)
- h) Availability of Science Laboratory and equipment
- i) Availability of library
- j) Availability of adequate classroom furniture
- k) Adequacy of clean toilets (15:1 for boys, 10:1 for girls)
- l) Separation of boys' from girls' toilets
- m) Availability of use and experimental land of agriculture



Results

Pass



Fail



### 4. PRIMARY: TEACHING AND LEARNING

A school shall pass this section in THE square of 3/5 circles below are ticked. Schools that do not meet the requirements of this section shall be disqualified and subsequently closed.

- a) Availability of at least 50% qualified teaching staff with a minimum qualification of T3 certificate from a recognized institution
  - Junior Single Stream (at least 5 teachers, 3 of whom should have T3 certificates)
  - Full Single Stream (at least 9 teachers, 5 of whom should have T3 certificates)
  - Junior Double Stream (at least 10 teachers, 5 of whom should have T3 certificates)
  - Full Single Stream (at least 18 teachers, 9 of whom should have T3 certificates)
- b) Availability of approved syllabi



- c) Availability of approved textbooks
- d) Student enrolment within the school's capacity
- e) Availability of relevant reference books
- f) Provisions of extra-curricular activities

Results

Pass



Fail



## 5. BOARDING

A school shall pass this section if ALL squares of 4/7 circles below are ticked. Schools that do not meet the requirements of this section shall have their boarding facilities disqualified and subsequently closed.

- a) Availability of permanent and well ventilated hostels
- b) Availability of adequate and clean ablution blocks (15:1 for boys, 10:1 for girls)
- c) Availability of permanent and clean kitchen
- d) Provision of balanced meals
- e) Availability of boarding master and/or mistress
- f) Availability of permanent dining hall
- g) Availability of food storage facility
- h) Availability of hostel furniture
- i) Availability of incinerator for girls
- j) Availability of firefighting equipment in strategic points

Results

Pass



Fail



## 6. OVERALL GRADE

Pass



Fail



## 7. RECOMMENDATIONS

- ✦ There is need to separate primary from day-care and preschool
- ✦ Ensure that there are enough qualified teachers
- ✦ There is need to add more toilets for both girls and boys
- ✦ Need to have standard classrooms
- ✦ Head teacher should be a qualified teacher

Made this..... day of ..... 2018

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MAXON MOZA ZELEZA  
Chief Executive Officer

.....  
COUNCILLOR DESMOND BIKOKO (PhD)  
Mayor

Approved by the Minister of Local Government and Rural Development

This.....day of ..... 2018

.....  
KONDWANI NANKHUMWA  
Minister of Local Government  
and Rural Development

(FILE NO: LG/1/13/25)