

*Bylaws, Education Board***INTERPRETATION**

In these bylaws, if not inconsistent with the context, words and phrases shall have the same meaning as defined in the Education Act 1964, its amendments and any regulations made thereunder.

**SCHOOL COMMITTEES—DUTIES' FUNCTIONS AND POWERS****1. Use of School Property for Other than School Purposes:**

(a) The school committee after consultation with the principal may grant the use of school buildings outside school hours for such purposes as they may approve. Prior approval of the Board is, however, required if the use of manual facilities is involved or if school buildings are to be used for accommodation purposes.

(b) The school committee, after consultation with the principal, may grant the use of school tennis courts, basketball courts, playing areas, and swimming pools subject to the following conditions:

1. That no play is permitted on school days between the hours of 8 a.m. and 4 p.m., or at other times when the grounds are required for use of school pupils.
2. That adequate supervision is provided for the safety of school property and all persons present on the school grounds.
3. That no offence to the public is likely to be caused by their use.

(c) The school committee shall ensure that reimbursement to cover such costs of heating, lighting, cleaning, and other incidental expenses (including damage) is fully met by the users. All such recoveries of rents and donations in lieu thereof should be credited to the committees' incidentals accounts.

(d) In all cases in which buildings are used for other than school purposes, the committee shall arrange for an inspection of the premises after use and shall ensure that they are left in a clean and tidy condition, school furniture replaced, and the key returned to the teacher in ample time for preparation for school work. If any building, furniture, fittings, or grounds are damaged, repairs must be carried out to the satisfaction of the Board, and without cost to the Board or to the committee's incidentals account.

(e) Except as otherwise provided for in the Education Act, the Board reserves the right at any time to prohibit use of any school grounds or buildings for other than school purposes.

**2. School Equipment:**

(a) School property or equipment shall be borrowed or removed from school premises only with the sanction of both the committee and the principal, and on the clear understanding that the borrower makes good any loss or damage which may result. If a hire charge is appropriate it must be levied and the proceeds paid into the incidentals account.

(b) No article of school equipment, whether supplied by the Board or purchased by the committee, shall be sold or otherwise disposed of without the prior approval of the Board.

(c) The principal must record in a register kept for this purpose, the trade name—brand and serial number of equipment for identification purposes and shall make such register available for inspection at the request of the school committee.

**3. Accidents to Employees:**

(a) In the event of an accident to any employee of a committee or to a voluntary worker the Board shall be notified immediately.

(b) Under no circumstances shall a pupil be permitted to assist in hazardous or dangerous work.

**4. School Cleaning:**

(a) The principal shall report to the committee if the cleaning of the school is not properly carried out.

(b) Where cleaning is done by pupils in order to raise funds for school purposes such cleaning shall not be done in school hours.

5. } Reserved for future use.
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**SCHOOL PROPERTIES****11. School Buildings and Sites:**

School buildings and sites shall not be sold or otherwise disposed of except by approval of the Board.

**12. Alterations to Buildings and Grounds:**

Without the prior approval of the Board:

(a) No alteration of any building on the school site and no alteration of the levels of the grounds shall be made.

(b) No buildings shall be erected in the grounds of the school or residence.

(c) No extensive alteration in the layout of the grounds shall be made or any paved areas laid down.

(d) No adventure playground shall be erected.

**13. Trees and Hedges:**

(a) The school committee shall arrange for all hedges to be trimmed at regular intervals.

(b) To prevent interference with lighting, drainage, and spouting, approval shall be secured from the Board before planting hedges, shrubs, trees, or shelter belts.

**14. Septic Tanks, Drains, Water Pumps, etc:**

(a) The school committee shall arrange for the regular inspection of septic tanks, drains, and toilets, and shall notify the Board of these or any other matters requiring attention.

(b) The school committee shall arrange for regular inspection and cleaning of spoutings, downpipes, drainage sumps, and mud-traps.

(c) The school committee shall ensure that all pumps are inspected at frequent intervals and that motors and pumps are adequately serviced.

**15. Animals in School Grounds:**

No person shall permit any animal to be within the grounds of any school except with the authority, and under conditions stipulated by, the school committee.

**16. Theft or Damage:**

(a) The principal or school committee shall report to the police any theft of or damage to school property by vandalism or by breaking and entry.

(b) The principal shall also report to the Board and committee any such loss or damage.

**17. School Residences:**

(1) Responsibilities of teachers or other tenants are as follows:

(a) Buildings, grounds, hedges, and fences shall be kept in good order.

(b) Drains, channels, tanks, and pumps shall be given proper attention and kept clear of obstructions.

(c) Chimneys shall be swept regularly.

(d) The occupant shall be held responsible for any damage beyond fair wear and tear incurred as a result of the occupancy.

(e) Occupants shall be responsible for the replacement of lost keys, electric lamps, and broken window glass, and the cost of replacing and installing stove elements after the first 2 months of taking up occupation. (Travelling expenses of electricians installing stove elements may be claimed from the Board.) Occupants will also be responsible for the payment of charges for gas and electricity supply and for such other matters as may be prescribed from time to time.

(f) In vacating a residence, the occupier shall ensure that the property is left in a clean and tidy condition and that all refuse and rubbish is removed.

(2) The Board or its representatives may at any reasonable time inspect any school residence.

(3) The Board may take such action as is deemed necessary against any person failing to comply with this bylaw and may also recover from the occupier costs of cleaning, repairing and reinstating such residence or any thing connected with it.

(4) All school residences occupied other than by teachers shall be occupied under a tenancy agreement and maintained in accordance with the conditions contained therein.

**18. Precautions Against Fire:**

(a) The school committee and teachers shall take all reasonable precautions against risk of fire and shall ensure that all fire exits are kept clear and free of obstructions. Caretakers and cleaners shall be instructed to see that the doors of furnaces and space heaters are closed after ashes have been removed and fires set for the next day. Special care shall be taken:

(1) To keep smoke stop doors closed at all times and to keep all doors closed outside of school hours.

(2) To dispose of ashes safely.

(3) To keep combustible materials stored well away from heaters and heating plants.

(4) To ensure that all electrical appliances are disconnected from the power supply.

(b) To reduce fire risk to a minimum, particularly in summer, the school committee shall ensure that all growth of gorse, long grass, etc., near any of the school buildings shall be cleared at regular intervals.

(c) The principal or the school committee shall immediately report to the Board any outbreak of fire on school property, and all concerned should be conversant with the manner of securing the services of a fire brigade.

(d) The principal shall arrange to hold fire and emergency drill at least once a term. In larger schools the principal shall