

MINISTRY OF EDUCATION AND TRAINING



APPLICATION FORM FOR SCHOOL ESTABLISHMENT AND REGISTRATION

Name of School:

Managing Authority:

Date of Submission:

*This form is in **TWO** Parts;*

*PART 1: **Applicant's Details** (Applicant has to fill in this Part)*

*PART 2: **System Approval Checklist** (A checklist for the Inspector to visit the school to verify these requirements for a School)*

Part 1: Applicant's Details

These details are required for the managing authority applying to either establish a new school or make significant amendments to an existing school.

A. Managing Authority Details		
Name of the managing authority		
Name of school to establish/register		
Physical address of the managing authority		
Postal address		
B. Contact Details		
Contact person		
Position		
Telephone number(s)		
Facsimile number		
Email address		
Mobile Phone		
C. Type(s) of Education in this application		
Please tick the appropriate type of education. You can tick more than one.	<input type="radio"/> Higher Education <input type="radio"/> Technical and Vocational Education & Training, TVET <input type="radio"/> Secondary Education <input type="radio"/> Primary Education <input type="radio"/> Early Childhood Education <input type="radio"/> Special Education	
D. Intended or Existing Student Profile		
Specify the estimated number of students in each age group that are likely to enrol in the school in the next calendar year or the number of students that have already enrolled in the current calendar year.	21 years and over	
	18–20 years	
	14 -17 years	
	11 – 13 years	
	6 – 11 years	
	3 – 5 years	

Element 1.1:

The school has consistent education framework with the national goals for education and training in Tonga.

1. There is a school philosophy. If Yes, state the school philosophy here.	Yes/ No
2. The school has goals. If Yes, state the goals here.	Yes/ No
3. The school has a curriculum framework. <i>(If Yes, go to number 4.a</i> <i>If No, go to number 4.b</i>	Yes/ No
4. The school is: a. Adopting the Tonga National Curriculum Framework as its own. b. Establishing its own curriculum framework. <i>(If Yes in number 4 b., please attach the school's own curriculum framework)</i>	Yes/ No Yes/ No
5. Own curriculum accredited, (If YES, provide evidence)	Yes/ No

Part 2: System Approval Checklist

Element 2.1:

The Managing Authority or its Principal Teacher or any assistant in the management of such school is not prohibited or is not liable to be prohibited from serving in such capacity.

1. The managing authority is <i>not</i> prohibited nor liable to be prohibited to manage a new school.	Yes/No
2. The Principal Teacher is <i>not</i> prohibited nor liable to be prohibited from serving in such capacity.	Yes/No
3. None of the assistant teachers in the school is prohibited nor liable to be prohibited from serving in such capacity.	Yes/No
4. All the teachers in the new school have received at least a teacher's training certificate.	Yes/No
5. All teaching persons within the school including the Principal Teacher and assistant teachers are currently registered as teachers in Tonga.	Yes/ No

The supporting documents to be provided:8

6. Certified copies of at least a certificate of teacher training from a recognised institute for each of the teachers in the new school are attached.	Yes/ No
7. Certificate of teacher registration of each of the proposed teachers in the new school for the year of application for school establishment, <i>if possible</i> .	Yes/ No
8. Police records of at most 3 months old at the time of application for school establishment of each of the staff at the proposed new school are attached. (Does this need to be provided?)	Yes/ No

Element 2.2

The site is suitable for the school with necessary legal arrangements made.

9. The site is suitable or adequate for the type of school sought to be registered.	Yes/ No
10. The land on which the school is located has been: <ul style="list-style-type: none"> a. Registered under the Land Act as a school site b. Leased under the Land Act as a school site 	Yes/ No Yes/ No
The supporting documents to be provided:	
11. Legal letter of evidence of land ownership or lease under the Land Act of Tonga.	Yes/ No

12. Other supporting documents attached in this application: <i>(List them below)</i>	Yes/ No
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Element 2.3:

The school has management and financial structures, processes and provisions that are appropriate for the type of school.

(MANAGEMENT)

13. The school has an organisational structure with clearly labeled functional areas, job functions or posts and name, if possible, and is attached with this application.

Yes/ No

14. Each of the posts has clearly defined job descriptions linked to measurable specified key performance indicators that are also attached in this application.

Yes/ No

15. The school has a financial structure with the following aspects addressed:

a. A statement listing the details of all bank accounts owned by the managing authority in its official capacity, the amount in each account within 30 days before the submission this application and the estimated amount intended to be Invested in the school concerned.

Yes/ No

Bank name	Bank location	Account type	Account number	Account balance (TOP)	Amount intended for the school (TOP)

Note: The above statement will be audited.

b. Name in the space below all the potential sources of funds or capital for the school, the *estimated amount* in Tongan pa'anga from each source.

Source of fund	Estimated or Actual amount of fund (TOP)	Expected month of receiving the fund	

The school building or building designs meet the Tonga National Building Code and the Tonga Minimum Service Standards for a school.

16. The school building:	
a. currently exists.	Yes/ No
b. is yet to be built.	Yes/ No
17. Wash facilities: (Refer to MSS Standard given in 16)	
a. How many units for boys?
b. How many units for girls?
c. Any unit for female teachers separate from male teachers?	YES/ NO
18. Other infrastructures present:	
a. Hall?	
b. Library?	
c. Dormitory?	
d. Kitchen?	
19. The Minimum Service Standards for a school are met.	
a. Total number of female students in the school building to be approved	=
b. Total number of male students in the school building to be approved	=
(CLASSROOM DIMENSIONS)	
c. All classroom dimensions are at least the same as the total maximum number of students per room multiplied with 1.6 metres square, m ² .	Yes/ No
(ADMINISTRATION DIMENSIONS)	
d. There is at least 1 office for the Principal Teacher.	Yes/ No
e. The minimum size of the office for the Principal Teacher is 10m ² .	Yes/ No
f. A staffroom is permanently designated for our school because we have or expect 181 students or more.	Yes/ No
g. The school has no staffroom because it is either:	
i. small (with less than 90 students) or	
ii. medium (between 90 and 180 inclusive).	Yes/ No
(Wash Facilities)	Yes/ No
a. Total number of toilets for female students is 1 for 20 females or 2 for 40 females plus 1 additional toilet for each extra 30 females.	Yes/ No
b. Total number of toilets for male students is 1 for 30 males or 2 for 70 males plus 1 additional toilet for each extra 70 males.	Yes/ No
c. Total number of urinals for male students is 1 for 30 males or 2 for 70 males plus 1 additional urinal for each extra 35 males.	Yes/ No
d. Total number of female staff.	
e. Total number of male staff.	
f. Total number of toilets for female staff is 1 for 20 females or 2 for 40 females plus 1 additional toilet for each extra 30 females	= =
g. Total number of toilets for male staff is 1 for 30 males or 2 for 70 males plus 1 additional toilet for each extra 70 males	Yes/ No
h. Total number of urinals for male staff is 1 for 30 males or 2 for 70 males plus 1 additional toilet for each extra 35 males	Yes/ No
i. Total number of hand basins is 1 for 60 heads plus 1 additional for each extra 140 heads.	Yes/ No

(heads = males + females)	Yes/ No
20. If the school building is new, the building designs meet the Tonga National Building Code for a school.	Yes/ No

21. The supporting documents to be provided:	
a. Site/Locality Plan	Yes/ No
b. Floor Plan	Yes/ No
c. Foundation Plan	Yes/ No
d. Roof Framing Plan	Yes/ No
e. Roof Plan	Yes/ No
f. Ceiling Plan	Yes/ No
g. Sections - Cross Section & Longitudinal Section	Yes/ No
h. Elevations	Yes/ No
i. Foundation Details	Yes/ No
j. Roof Details	Yes/ No
k. Door & Window Schedule	Yes/ No
l. Door Details	Yes/ No
m. Window Details	Yes/ No
n. Joinery Details	Yes/ No
o. Electrical Services Plan	Yes/ No
p. Plumbing Layout Plan	Yes/ No
q. Drainage Plan	Yes/ No
r. Site Drainage Plan	Yes/ No
s. Septic Tank Details	Yes/ No
t. Structural Details	Yes/ No
(All documents in number 16 a. to 16 t. must be attached with this application)	

School Registration Staff List

School	
Phone	
Fax	

Principal	
Email	

. Teaching & Supporting Staff *(List those teachers that teaches at each level)*

Level	Expected/ Class roll	Staff Name	Post	Highest Qualification (Include Teaching Qualification)
TEACHING STAFF				

SUPPORTING STAFF						
Post	Role	Name	Qualification	Experience	Contact	

Statement of Management Commitment

We, the undersigned, confirm that this application represents an accurate statement of the current status and operations of our organisation.

We confirm that the managing authority has been advised of the Tonga Education Act 2013 and the Education (Schools and General Provisions) Regulations 2016 and procedures of relevance to the activities of the organisation and that to the best of our knowledge these activities comply with relevant requirements therein.

We confirm that we have considered all aspects of our operations that may place students or the public at risk and have implemented policies and procedures to ensure their protection.

Name :

[Head of the Managing Authority]

Signature:

Date :

Name :

[Principal Teacher]

Signature:

Date :

Official Stamp: