**APPENDIX 1**

Ministry of Education

Education Towers, No.5 St. Vincent Street, Port of Spain, Trinidad

1-868-622-218

**REPUBLIC OF TRINIDAD AND TOBAGO**

**STATUTORY DECLARATION – REGISTRATION OF A PRIVATE SCHOOL**

IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER 7:04

I, ............................................................ Proprietor of....................................................................

 *(Name of Applicant) (Name of School)*

................................................................................................................................... in the island of

 *(Address)*

do solemnly and sincerely declare as follows: -

1. I am the proprietor of ................................................................................................. which has

been established at ......................................................................................................................

*(Address of School)*

 on………………………………….

1. I am applying for registration of the aforementioned school as evidenced by the documents which I have submitted on the …………………… day of …………….………… 20 …...
2. The documents I have submitted are as follows *(select all that applies)*: -

☐ Certificate of Business Registration from Ministry of Legal Affairs

☐ Water and Sewerage Authority (WASA) approval

☐ Inspection Certificate of Approval (Electricity Inspection)

☐ Fire Life Safety Inspection Certificate

☐ Ministry of Health approval

☐ Town and Country Planning approval

☐ Police certificate of good character

☐ ECCE- Copy of notification to Children’s Authority

☐ Course Outline (state the content of courses offered) with list of all curricular activities

☐ Copies of Teaching staff, Teacher’s Registration Certificate, qualifications

☐ Copies of teaching staff Certificates

☐ Copies of teaching staff Resumes

 ☐ Class and Teacher timetables (primary / secondary)

☐ Daily schedule (ECCE)

☐ Plan showing layout of school premises

☐ Information on class size, number of classes; teachers assigned

☐ Framework for evaluation of student’s performance

 ☐ Behaviour Policy

☐ Health and Safety Policy

☐ Procedure for handling Complaints

1. The aforementioned school ……………….………..... which accommodates ...…… students.

*(Type of School -ECCE /Primary / Secondary)*

1. The present number of members on staff is …………comprising………….. teachers, ………… clerical staff and ………… ancillary staff.
2. I am duly informed that registration will be followed with site visits and detailed inspections by the Ministry of Education.
3. I am further duly informed that I would be given three months from the date of notifications by the Ministry of Education of any failure to comply with its standard, to remedy same, failing which, the registration will be immediately cancelled.
4. I confirm that no-one is employed who is prohibited from working with children.
5. I confirm that no-one is employed who is not allowed to work in Trinidad and Tobago.
6. I make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment.

 **DECLARED** before me this …….. day of …………………….. 20…..

Before me,

Commissioner of Affidavits.