To : The Secretary of Education
P.O. Box 97,
Rarotonga

Ministry of Education
**TERM RETURN**

Ministry of Education

Ph 29 357 Fax 28 357

**SCHOOL** _____ **YEAR** _____ **TERM** _____

**PRINCIPAL AND TEACHERS**

| SURNAME | FIRST NAME | POSITION | LEVEL |
|---|---|---|---|
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**STAFF NUMBERS**

| Principal & teachers | Staff numbers at each level |
|---|---|
| ECE | |
| Primary | |
| Secondary | |
| **Total Staff** | |

**STUDENT ENROLMENT**

| LEVEL | ROLL |
|---|---|
| **ECE total** | |
| **Primary Students** | |
| Year 1 | |
| Year 2 | |
| Year 3 | |
| Year 4 | |
| Year 5 | |
| Year 6 | |
| **Y1 - 6 Total** | |
| **Secondary Students** | |
| Year 7 | |
| Year 8 | |
| Year 9 | |
| Year 10 | |
| Year 11 | |
| Year 12 | |
| Year 13 | |
| **Y7 - 13 Total** | |
| **Total Student Enrolment** | |
| **ECE-Y13 Total** | |

**ANCILLARY STAFF** (groundsman/typist)

| SURNAME | FIRST NAME | POSITION |
|---|---|---|
| | | |
| | | |
| | | |

The information above is a true statement of the school's staff and enrolment as of the first Friday of the term.

Signed _____ (Principal)

Date _____

INSTRUCTIONS

1. All information is to be correct as **on the first Friday of the term.**

2. Positions include Principal, DP, AP,, STJC, HOD (subject), Teacher in Charge TC (responsibility), Basic Teacher (BT) and Probationary Assistant (PA).

3. Levels are ECE, Primary and Secondary. The level at which an individual mainly works is to be recorded. ECE/Pri and Pri/Sec should be used sparingly and will contribute 1/2 to each level in the summary.

4. Include the Principal in "Total Staff" number and also include in the level at which most students are enrolled.

5. This form is to be sent to the MOE by the second Friday of Terms 1, 2 and 3.