

**Ministry of Education
Department of School Education**

Guideline for the Establishment of Private Schools in Bhutan

Ever since Bhutan introduced a planned education programme, the education sector in the country has expanded rapidly as made evident from the number of students, which has increased drastically. Despite overwhelming pressures of student numbers and resource constraint, the Royal Government of Bhutan has not only been able to provide 11 years of free basic education but has also maintained the quality and standard at par with countries in the region. However, of late, there is an increasing demand by the public for better and alternative education for their children that best suits the nation's aspirations as well as meeting the needs of the increasing competition in the job market.

Increasing number of parents are also in a position to share the cost of their children's education as demonstrated by the large number of students going out of the country to pursue higher education. The existing scenario amply justifies the need to further expand the network of private schools in the country, however on certain common platform to ensure that such development takes place within established social and national imperatives. To this end, it is essential that individual and private entrepreneurs interested in taking up this venture abide by the following set of guidelines.

1. Levels of Education for Privatization:

The privatization of school is open to all types and levels as it exists now: Day Care Centre, Primary, Lower Secondary, Middle Secondary and Higher Secondary. The options available are as prescribed below:

Sl	Type of School	Range of educational level(Classess)	Remarks
1.	Day Care Centre	Below 6 years of age and above 3 years	
2.	Primary School	Pre-Primary to Class VI	Admission to Pre-Primary at the age of 6 years and above.
3.	Lower Secondary	Pre-Primary to Class VIII	-do-
4.	Middle Secondary	Pre-Primary to Class X	-do-
5.	Higher Secondary	Pre-Primary to XII	-do-

2. **Location:**

The school should be ideally located to facilitate congenial learning. It should be free from traffic noises and congestions, industrial development and wastes, has access to reliable power supply, safe drinking water supplies and public transport. The area of the school should be as far as possible safely fenced with gates for entry and exit properly guarded.

3. **Physical Infrastructure and School Size:**

The list of minimum physical standards and class strength required at different levels of school as prescribed by the Department of School Education are given in. (*Annexure 1*)

4. **Curriculum:**

- 4.1 Private School will follow the National School Curriculum prescribed by the Curriculum and Professional Support Services Division (CAPSSD), Department of School Education, Ministry of Education.
- 4.2 Private Schools will abide by the same evaluation and assessment policy, and appear the Board examinations. Private Schools will be subject to monitoring by the Education Monitoring and Support Services Division (EMSSD) as and when required by the Ministry of Education or on request from the school.
- 4.3 Additional curriculum and instructional areas (both curricular and extra curricular) should be included in a private school as deemed necessary, appropriate to the levels and age of school children. However, such an arrangement should not affect the tuition fees, and demands for additional provisions from students. A prior approval of the Ministry of Education is mandatory for the inclusion of any additional curriculum in the school.
- 4.4 Private schools will follow the same academic session and observe national holidays as the government schools. They will also participate appropriate to its level, in extra curricular activities and competitions such as sports, cultural activities and all celebrations of national significance.

5. **Staffing:**

The following are expected to be adopted by the Private Schools.

At the Primary Level, a minimum of 90% of the teaching staff should be nationals. All teachers should be trained and have the required academic qualifications as prescribed by the Ministry of Education.

At the Secondary level at least 70% of the teachers shall be trained nationals and with qualification requirement set by the Ministry of Education.

Principals to Private Schools (Middle & Secondary Schools) and to other level of schools as far as possible will be placed on secondment from the Ministry of Education for a specific period of time.

Teachers may be relieved from the Government schools on secondment to a private school for a maximum period of 5 years during their service. The seniority of the teachers on secondment will also be protected.

Payment of allowances as per the Government rules for the teachers such as the monthly remuneration, Leave Travel Concession (LTC) while on secondment will be the responsibility of the private schools. Schools will also be responsible to ensure that deduction of taxes and government contributions as required by a civil servant from their monthly salary is done and deposited to the concerned agencies.

Teachers wishing to join Private Schools on secondment shall be released after having served a minimum period of five years in the government schools. However, a formal petition along with the consent of a proprietor will have to be submitted to the Ministry of Education for approval.

Private schools can recruit expatriate teachers upon clearance from the Ministry of Education.

5.8 Private schools will maintain a maximum teacher-student ratio of 1:30

6. **Admission Policy:**

At least 90% of the students enrolled shall be national.

In PP, only children having attained the age of 6 years and above will be granted admission. At other levels admission will be granted on production of pass certificates, mark sheets, character certificates, and other relevant documents as per the directives of the Ministry of Education.

Private schools are allowed to have a provision within its approved strength, scholarship schemes for admission of students from economically disadvantaged backgrounds, orphans and children with disabilities.

In accordance with the existing policy on Dependent Children in urban schools, day private school will strictly abide by the policy, and refrain from admitting students whose parents are neither the resident nor employed within the school's catchments area.

The secondary private schools should seek prior approval from the Bhutan Board of Examinations (BBE) before admitting students from r Examination Boards outside Bhutan.

7. **Government Contributions:**

All private schools irrespective of the levels will be provided with textbooks free of cost as in the Government schools and should comply with textbooks issue regulations of the Ministry of Education.

All materials developed by the Ministry of Education for the purpose of School Education Programme will be provided to private schools.

Teachers of Private schools will be allowed to join INSET training programme organised by the Ministry of Education within the country. However, expenses related to their travelling, DSA and others where necessary will have to be met by parent schools themselves. The Ministry of Education shall only sponsor those teachers on secondment.

8. **Fees and Taxes:**

The annual tuition fees charged by Private Schools will be approved by the Ministry of Education. Any increase thereafter, over the years will have to be routed and proposed through the School Management Board to the Ministry of Education for approval.

Increase of annual tuition fees will be reviewed by the technical committee for private schools. **The revision will be approved and effected only on signing of next Memorandum of understanding.**

All private schools will maintain a bank account under which all the transactions will be reflected, and readily available for inspection by authorised government agencies.

9. Administration and Management:

The School Management Board comprising of the following will govern the Private Schools:

President: Proprietor

Member Secretary: Principal of the School

Other Members: Two senior teachers, DEO/Representative from the Department of School Education, parent's representative constituting one parent for every hundred children and 2 student representatives (for middle and Higher Secondary Schools).

The School Management Board will have the following responsibility:

Ensuring proper implementation and compliance of the Government policy and guidelines.

Ensuring quality of services provided.

Approving the calendar of activities.

Reviewing the progress and performance of the school.

Ensuring that proper discipline exists in schools and to take appropriate action when necessary.

Propose and discuss school development activities.

10. Monitoring and Support:

Private Schools will be monitored through established mechanisms from the Department of School Education as in the government schools.

The Schools shall provide reports and other information to the Department of School Education.

The Private School Section, Programmes Division within the Department of School Education will assist in resolving issues and problems related to Private Schools.

Soliciting of any external funds shall be in accordance with the existing rules of the Ministry of Finance, Royal Government of Bhutan.

11. Standard:

Private Schools should strive to offer better standard of education with better provisions such as, maintaining low-teacher-pupil ratio, qualified teachers, and adequate materials to supplement teaching learning programmes.

12. Procedures for the submission of proposal for the establishment of Private Schools

Any entrepreneur interested to start a private school should follow the following steps:

Prepare a comprehensive proposal referring to the above guidelines, incorporating all components such as; viability of the proposal considering the present scenario, location and identification of land, financial status, and its implication towards the nation's education system and the people.

Submit the proposal with an application addressed to the Director, Department of School Education, Ministry of Education. However, the submission will have to be endorsed and routed through the Dzongkhag Administration under whose jurisdiction the proposed establishment is to be located.

The Technical Committee for Private Schools will review the proposal and contact the proponent for any outcomes or follow-up if any thereafter.

Should the proposal be found in order, the Department of School Education, Ministry of Education will extend to the proponent in writing to undertake necessary preparation works. Following this a technical survey will be jointly carried out by the Department of School Education or committee and Dzongkhag to assess the facilities put in place/being developed as per the guidelines. Upon fulfilling these, the Memorandum of Understanding (MOU) will be signed between the proponent and the Department of School Education, Ministry of Education effecting the start of the school. A copy of the MOU will be endorsed to the Ministry of Trade and Industries for the issuance of the trade license.

The Department of School Education, Ministry of Education will recommend for a specific number of years for the operation and management of school to the Ministry of Trade and Industries. On expiry of the term, the proponent should apply for an extension. The Department of School Education will review and approve the extension based on the school's performance.

13. Criteria for Establishment of Private Schools.

The following shall be the parameters and the criteria for establishment of private schools:

Private schools must be located in secure Dzongkhags.

The proprietor proposing for the private school should have an adequate land (as per annexure. 1) registered under his/her name.

The proposed school should not be either in a residential area or rented buildings.

Such schools must be located in safe environment and away from industrial areas; sewerage or refuse dumping areas, and areas that has the potential to disturb the environment and learning of the school.

Establishment of schools away from the urban centres will be given special consideration;

Any individual or groups who are capable and are prepared with the necessary capital, have prepared a well thought out proposal and does not need any government support except technical assistance will be given priority;

The schools will also abide by the list of minimum facilities prescribed by the Ministry of Education. (Refer annexure 1.)

The Ministry of Education shall not stand guarantee for the entrepreneurs.

Annexure 1

MINIMUM FACILITIES REQUIRED IN ESTABLISHING A PRIVATE SCHOOL:

PRIMARY SCHOOL:

1. **Classroom:** The classroom size should measure 1.5 sqm. for a capacity of 25 students
2. **Office:** Principal and general office with attached toilet.
3. **Library room:** size of normal classroom or bigger **with minimum of 1500 books**
4. **Staff room:** with attached toilet facility.
5. **Toilet:** Separate for boys and girls with ratio of 1:15
6. **Games and sports:** Standard size volley ball court, football field of 35 X 70 m², and a mini basket ball court.
7. **Other facilities:**
 - Common hall /Auditorium (enough to accommodate all students)
 - Computer lab optional
 - Infirmary room.
 - Adequate parking space
 - Store room for books and stationery.

LOWER SECONDARY SCHOOL:

1. **Classroom:** The classroom size should measure 37.5 sqm (1.5 sqm per child) for a capacity of 25 students for PP to VI and 34 students for VII to VIII.
2. **Office:** Principal and general office with attached toilet.
3. **Library room:** size of normal classroom or bigger **with Minimum of 3000 books**
4. **Staff room:** with attached toilet facility.
5. **Toilet:** Separate for boys and girls with ratio of 1:15
6. **Games and sports:** Standard size – basket ball court , volley ball court, football field (35mx70m)
7. **Other facilities:**
 - Multipurpose hall /Auditorium
 - Computer lab (optional)
 - Infirmary room.
 - Adequate parking space
 - Store room for books and Stationery.

- Common science lab facility.

MIDDLE SECONDARY SCHOOL:

1. **Classroom:** The classroom size should measure 37.5 sqm (1.5 sqm per child) for a capacity of 25 students for PP to VI and 34 students for VII to X.
2. **Office:** Principal and general office with attached toilet.
3. **Library room:** That can accommodate minimum of 34 students at a time and **with a minimum of 5000 books.**
4. **Staff room:** with attached toilet facility.
5. **Toilet:** Separate for boys and girls with ratio of 1:15
6. **Games and sports:** Standard size – basket ball court, volley ball court, football field (50mx90m).
7. **Other facilities:**
 - Multipurpose hall /Auditorium
 - Computer lab
 - Science Labs (capacity of 34 students each)(Physics, chemistry and biology separately)
 - Infirmary room.
 - Adequate parking space
 - Store room for books and Stationery.

HIGHER SECONDARY SCHOOL:

1. **Classroom:** The classroom size should measure 37.5 sqm (1.5 sqm per child)
2. **Office:** Principal and general office with attached toilet.
3. **Library room:** That can accommodate minimum of 34 students at a time **with a minimum of 5000 books**
4. **Staff room:** with attached toilet facility.
5. **Toilet:** Separate for boys and girls with ratio of 1:15
6. **Games and sports:** Standard size – basket ball court, volley ball court, football field (50mx90m)
7. **Other facilities:**
 - Multipurpose hall /Auditorium
 - Computer lab
 - Science Labs (capacity of 34 students each)(Physics, chemistry and biology separately)
 - Infirmary room.
 - Adequate parking space
 - Store room for books and Stationeries

BOARDING SCHOOLS: In addition to other facilities boarding schools require the following and the building should not be more than 3 storied.

1. Hostel for boys with attached toilet:(1:15)
2. Hostel for girls with attached toilet: (1:15)
3. Shower for boys and girls(1:15)
4. Kitchen and store.
5. Warden and Matron's quarters.
6. Dining hall to accommodate boarders.
7. One additional basketball court for girls.