



BERMUDA GOVERNMENT
MINISTRY OF EDUCATION

PATI Information Statement

Name of Public Authority: Department of Education

Introduction:

The purpose of the Public Access to Information Act is to—

- give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;
- increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
- increase the accountability of public authorities;
- inform the public about the activities of public authorities, including the manner in which they make decisions; and have more information placed in the public domain as a matter of routine.

The purpose of the information statement is to provide information to give the public sufficient information about the public authority to help them to make requests and share to what information is already publicly available.

Section A: Structure, Organization and Legislation [s5(1)a]

	Ministry of Education Headquarters (Permanent Secretary)	
	Department of Education (Commissioner of Education) Attendance	
Academic Services	Educational Standards and Accountability	Operations
Curriculum and Assessment Early Childhood Education (including Child Development Programme) School Improvement and Professional Development Student Services	Maintained schools Aided schools	Facilities Finance and Corporate Services Human Resources Information Technology

Governing Legislation:

Education Act, 1996

Education (Applications for Registration of Schools) Rules 1987

Education Rules 2006

Education Rules (Tutorial Sites) 2003

Education (School Support) Rules 2004

Bermuda Government Scholarships Act 2008

Bermuda Government Scholarships Regulations 2013

Section B: 1) Functions, powers, duties of the Authority [s5(1)b]

It is the Mission of the Department of Education to provide strategic leadership, supervision, and policy direction that supports quality delivery in teaching; and an inclusive and progressive learning environment to improve student learning and achievement for every child.

The Department of Education is responsible for the provision of early intervention services for children, the provision of education for students up to the age of 18, enforcement of the requirement that parents ensure that their children are in school, the registration of all schools, including private schools and the registration and oversight of tutorial sites. The Department of Education provides support services to schools and students regarding curriculum and assessment, special education and support services, professional development, financial management, purchasing, inventory management, and distribution, as well as facilities management, human resources and information technology.

Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - **Fees** for Requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its offices** to be the person to whom requests are directed [s62]

Section C: Services and Programmes [s5(1)c]

The Department of Education offers the following programmes and services:

- Early intervention support services, such as screening and assessments, parenting classes, Portage and Premature Infant programmes, Verbal Interaction programme, behaviour management programmes, family counselling, psychological services and preschool programmes;
- Student Services support and special education services, including adapted physical education, alternative education, autism spectrum disorder, behaviour management, deaf and hard of hearing, gifted and talented education, hospital homebound instruction, school counselling, school psychology, vision support and general special education;
- Professional development;
- Curriculum development and support;
- Personnel recruitment and management;
- Facilities management;
- Information technology provision and support;
- Accounting services;
- Payroll and leave management services;
- Procurement and contracting services;
- Financial planning and reporting services;
- Enforcement of compulsory education requirements.

The Department of Education charges for before and after school care at selected pre-schools and Dame Marjorie Bean Hope Academy and for procurement services.

Section D: Records and documents held [s5(1)d]

General to all Sections

Strategic policy and planning documents

Minutes of Meetings

Memoranda

Ministry Headquarters

See classifications under each of the following Sections

OFFICE OF THE COMMISSIONER OF EDUCATION

Overview of Core Functions of the Office of the Commissioner Of Education

The Commissioner of Education is accountable for the administrative and instructional leadership and of the Department of Education, including all public schools for the purposes of student achievement and improved student outcomes.

The Commissioner of Education:

- i. Works to develop appropriate conditions and infrastructures for strategic leadership and effective management of the Department of Education.
- ii. Is responsible for all aspects of the operations of the Department of Education, to ensure that the Ministry of Education meets its mandate and obligations to provide quality education to all students;
- iii. Makes administrative decisions for the effective and efficient operations of schools.
- iv. Is responsible for ensuring that staff under his/her supervision carry out their responsibilities in a professional, timely and effective manner;
- v. Works to ensure that the methods of teaching, supervision, evaluation and administration in schools reflect best practices and foster an environment of continuous professional learning;
- vi. Ensures that the Permanent Secretary and the Minister of Education are appropriately briefed on all matters within the Department to allow them to report to the Cabinet or other agencies on the provision of services within the Department of Education.
- vii. Provides professional support and advice to the Minister and Permanent Secretary of Education in respect to their role as ministerial and public service leaders of the educational system.
- viii. Advises the Minister and Permanent Secretary of Education on amendments to legislation, policies and procedures in response to changes in the internal and external environment of the Department.

CLASSIFICATIONS

See section on documents general to all sections

Student attendance and registration records

School calendar

Commonwealth Scholarships

ACADEMIC SERVICES

Overview of Core Functions of Academic Services

CURRICULUM AND ASSESSMENT

This section:

- is responsible for providing leadership in developing and implementing curricula and curriculum related documents;
- provides support and carries out liaison duties regarding the Cambridge Curriculum and Cambridge International Examinations from primary school through senior school;
- provides comprehensive assessment of the delivery and effectiveness of the curricula; and
- manages the programme of local certification of graduation from senior school.

CLASSIFICATIONS

See section on documents general to all sections

Academic Calendar(s)

Curriculum

BSD Programme & Requirements

- Student transcripts

Course Catalogue

Curriculum (Local)

Cambridge Curriculum link to

www.cie.org.uk

Curriculum audits

Curriculum review

Enrollment Data

September School Enrolment

Current School Enrolment

Demographics (Bermudian/Non-Bermudian)

Bermuda Indicator Review/UNESCO

institute for statistics

CARICOM Bermuda

Senior School Graduation

Graduation Requirements

Graduation Rates

External results

Cambridge Annual Review

External Examinations

National Center for Construction Education and Research (NCCER)

City & Guilds

Career Pathway Annual Review

Bermuda School Sports Federation

Results of competitions link to

www.islandstats.com

Schedules of school competitions

CLASSIFICATIONS

System-wide assessment

Examination Schedules

Components & Weightings Booklet

Cambridge Annual Review (External Examinations)

NCCER

City & Guilds

System-wide results

Manuals

Curriculum Management Handbook

Curriculum Writing

Assessment Policy

Assessments

Common Summative Assessments

Curriculum Policy records

EARLY CHILDHOOD EDUCATION (including Child Development Programme)

Overview of Core Functions of Early Childhood Education

This section:

- i. Is responsible for the implementation of the Ministry of Education's vision for early childhood education and development;
- ii. Is responsible for the administration and transformation of the programmes and services of the Early Childhood Education Section in order to ensure a continuum of high quality learning from birth through age 8.
- iii. Is responsible for the overall provision of services to young children, their families and early childhood settings through the Child Development Programme and the childcare quality assurance programme (which is to support education and development in private daycares and nurseries).
- iv. Is responsible for the programme supervision of the Government preschool programme,
- v. Is responsible for the provision of early childhood education and development consultative and support services to support children from birth through age 8 (from Preschool, Primary Year 1 through the end of Primary Year 3 for students in the Bermuda Public School System).
- vi. Is responsible for special education programme and services for young children (currently for those aged 4 to 6) in the Bermuda Public School System.

CLASSIFICATIONS

See section on documents general to all sections

Programme information

Schedules

Snapshot data

Annual reports

Child assessment results for parents/guardians

Child progress reports for parents/guardians

SCHOOL IMPROVEMENT AND PROFESSIONAL DEVELOPMENT

Overview of Core Functions of School Improvement and Staff Development

This section:

- i. Manages the Teacher Induction and Orientation Programme to assist new teachers in instructional management and orienting teachers who are new to the Bermuda educational system;
- ii. Provides instructional leadership and support for identified developing teachers; and
- iii. Co-ordinates and provides support for professional development for schools.
- iv. Provides direction, support and leadership for implementation of the System Improvement Plan

CLASSIFICATIONS

See section on documents general to all sections

New teacher induction records

System improvement plan and update reports

Middle School Transformation Plan

National Mathematics Strategy

National Literacy Strategy
Multi-Tier System of Support (MTSS)
Professional development calendars

STUDENT SERVICES

Overview of Core Functions of Student Services

This section:

- i. Is responsible for the implementation of the Ministry of Education's vision for special education;
- ii. Is responsible for administrative and instructional leadership of special education in Bermuda's public school system;
- iii. Is responsible for the transformation and administration of programmes and services related to improved learning and achievement of all students through the provision of special education and student support programmes and services;
- iv. Is accountable for influencing the philosophy and practices in general education to support high student achievement of all learners in the public school system; and
- v. Includes support for prevention and pre-referral intervention services and activities;
- vi. Includes programme supervision or direct supervision of the following programmes and services: adapted physical education, autism, behaviour (including alternative education and out of school suspensions), counseling, deaf and hard of hearing, gifted and talented, hospital/homebound, learning support, psychological services and vision.

CLASSIFICATIONS

See section on documents general to all sections

General information about student records

General information about assessment records

General information about Individual Education Plans

Payables

Programme information and statistics

- Special Education/Learning Support
- Autism Spectrum Disorder
- Adapted Physical Education
- Deaf and Hard of Hearing
- Gifted and Talented Education/Enrichment
- Vision
- Hospital Homebound

Inclusive and Special Education Discussion Paper Priorities

Multi-Tiered System of Support Brief

EDUCATIONAL STANDARDS AND ACCOUNTABILITY

Overview of Core Functions of Educational Standards and Accountability

This section is responsible for the overall supervision of schools and principals for the purposes of continuous school improvement and developing and implementing educational standards and accountability to hold principals accountable for the effective delivery of the curricula to students and for the results of student learning. In addition, the Educational Standards and Accountability Section is responsible for monitoring and evaluating principals to ensure that they fulfill their responsibilities for the organization and management of schools.

CLASSIFICATIONS

See section on documents general to all sections

School improvement plans

System improvement plan

Middle School Audit report

Teacher Evaluations

Curriculum Review

Classroom observations

FACILITIES

Overview of Core Functions of Facilities

This section is responsible for the provision and maintenance of facilities and provides an environment that supports the delivery of the curriculum. This includes the following:

- The maintenance of 10 preschools, 18 primary schools, 5 middle Schools, 2 senior Schools, 1 special schools, the Alternative Education and Out of School Suspension Programme and the Child Development Programme;
- Additional services from subcontractors to provide services that are outside the normal scope of Custodians' responsibilities and capabilities;
- Capital development projects
- School Security
- Fire System maintenance
- Supply and maintenance of a potable water supply;
- Marking of school fields to facilitate the physical education curriculum;
- Cleaning of Schools
- Provision of appropriate cleaning materials and equipment
- Providing transportation to special needs children that fall outside of normal bus service.
- The licensing of the department of Education's motor fleet, including buses for students with special needs.

CLASSIFICATIONS

See section on documents general to all sections

Accident and incident reports

School security records

Maintenance records

Annual Capital Projects

List of Cleaning Supplies

Custodian Handbook

FINANCE AND CORPORATE SERVICES

Overview of Core Functions of Finance

This section is responsible for strategic planning, budgeting, forecasting and financial reporting. Under the direction of the Comptroller, this office coordinates the payment of salaries for approximately 1200 (teachers and ministry staff), and pays all suppliers/vendors as well as organizes the collection of Ministry receivables, i.e. student loans, rentals, etc. In addition, this section oversees our Stores Department which manages the inventory for all schools.

CLASSIFICATIONS

See section on documents general to all sections

Financial policies, guidelines, procedures and templates

Accounts Receivable, including Student Loans

Accounts Payable

Payroll

Procurement and contracting

Grants and contributions to external parties and aided schools

Scholarships and awards payments

Budgets and forecasts

Monthly, quarterly and annual financial reports

Inventory purchases, sales, physical counts and listings

Human Resources

Overview of Core Functions of Human Resources

This section facilitates human resource services for recruitment, industrial relations, employee relations, employee administration, compensation, benefits and other related services within the Ministry and Department of Education and the Bermuda Public School System

CLASSIFICATIONS

See section on documents general to all sections

Policies and Procedures Manual for Teachers 2006

Policies and Procedures Manual for Principals 2006

Teacher Vacancies Advertisement

Teacher Application Forms

Head Count Report

Teacher Vacancies status report

Organizational Chart

INFORMATION TECHNOLOGY

Overview of Core Functions of Information Technology

This section provides IT support to administrators and administrative staff teachers and students within the Ministry of Education and schools (6000 users). It provides hardware and software maintenance of 2500+ systems and 1000+ peripherals. It also co-ordinates and supervises local vendors support; purchase of IT equipment, LAN, WAN hardware agreements as well as software license agreements.

CLASSIFICATIONS

See section on documents general to all sections

Electronic data

Vendor contracts

Hardware and Software agreements

Yearly service call records

Section E: Administration (all public access) manuals [s5(1)e]

Education Act, 1996

Education Rules, 2006

Education (School Support) Rules

Education (Tutorial Sites) Rules 2003

Education (Applications for Registration of Schools) Rules 1987

Public Service Commission Regulations, 2001

Policies and Procedures Manual for Principals, (2008)

Policy and Procedures Manual for Teaching Staff

Student Code of Conduct

Collective bargaining agreements of the Bermuda Union of Teachers, Bermuda Public Services Union and the Bermuda Industrial Union

Section F: Decision-making documents [s5(1)f]

Education Act, 1996

Education Rules, 2006

Education (School Support) Rules

Public Service Commission Regulations, 2001

Policies and Procedures Manual for Principals, (2008)

Policy and Procedures Manual for Teaching Staff

Student Code of Conduct

First Admission to Primary School Policy and Procedures Document

Financial Instructions

Collective bargaining agreements of the Bermuda Union of Teachers, Bermuda Public Services Union and the Bermuda Industrial Union

Section G: The Information officers [s5(1)g]

Wanda Stuhlpfarrer

Carol Simmons : doepati@moed.bm

Section H: Any Other Information [s5(1)h]

The Department of Education puts as a matter of course most public information on its website: www.moed.bm.

Records pertaining to individual students are personal to those students and their parent(s)/guardians.

Section I: Any Other Information To be Provided? [s5(1)i]

Blueprint for Reform in Education – *Bermuda Public School Strategic Plan 2010 – 2015*

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: March 2015

Locations of Information Statement:

Ministry Headquarters & All Departments

14 Waller's Point Road

Southside, St. David's DD 03

Tel: 441-278-3300 or 236-6904 Fax: 441-278-3348

Website : www.moed.bm

The Information Commissioner

The Bermuda National Library

The Bermuda Archives

Available electronically

- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

Sign and Date:



30 / March / 2015