



**අධ්‍යාපන අමාත්‍යාංශය**  
**கல்வி அமைச்சு**  
**Ministry of Education**

'இசுரூபாய்', பத்தரமுல்ல, இலங்கை.  
'Isurupaya', Battaramulla, Sri Lanka.  
☎ +94112785141-50 ☎ +94112785818  
✉ info@moe.gov.lk 🌐 www.moe.gov.lk

මගේ යොමුව  
எனது இல.  
My Ref.

ED/9/18/10/12-1

මගේ යොමුව  
உமது இல.  
Your Ref.

දිනය  
திகதி  
Date

2024.08.28

Circular No. : 28/2024

All Provincial Secretaries of Education,  
All Provincial Directors of Education,  
All Zonal Directors of Education,  
All Provincial/Zonal Special Education Agents/Assistant Directors of Education,  
All Provincial/Zonal Primary Education Deputy/Assistant Directors of Primary Education,  
Deputy/Assistant Directors of Education in charge of all Divisions,  
All Heads of Colleges/Principals of Teachers Colleges,  
All Principals of Government Schools, Special/Primary Education Teacher Consultants,  
To the Principals of all Government Approved Private Schools and Upaid Special Schools,  
To the Managers of all Secondary Schools,

**Circular for the Confirmation of the Quality Education under Assisted Special Schools**

- 1.0 Hon. Minister of Education has delegated the power to me in order to issue a Circular for the confirmation of the quality education in Assisted Special Schools in addition to the Code of English Special Assisted Schools enacted for the ruling of the Special Assisted Schools in accordance with the provisions assigned to the Hon. Minister of Education to be enacted the regulations in terms of the Section iii (a) Special Schools thereof specially and the regulation 37 of the Part V thereof as per the Education Ordinance No.31 of 1939 and the amendments thereto. Accordingly, this Circular is issued in order to take steps for the confirmation of the quality education under the Assisted Special Schools in accordance with the said delegation of power.

In providing educational opportunities for children with special needs, Assisted special schools have a unique role to be played. Maintaining the quality of children's education at a high level, taking measures for the safety and welfare of children, and taking steps for the capacity development of teachers have been very significant among them. It is essential that managers, principals and teachers in Assisted Special schools are effective in these roles. For that purpose, this circular provides guidelines for setting up necessary procedures, for necessary guidelines and regulatory functions, and for delegation of necessary authority to educational institutions and concerned officials.

**2.0 School Level Role of Development in Quality Education under Assisted Special Schools.**

- 2.1 At the each and every Assisted special school, a planning committee must be appointed to represent the principal, deputy principals, and teachers.
- 2.2 The planning committee should prepare a five-year preliminary plan for the development of the school.

ගරු අමාත්‍යවරයා  
கௌரவ அமைச்சர்  
Hon. Minister

☎ +94112784832  
☎ +94112784825  
✉ minister.education@moe.gov.lk

සෙක්‍රටරි  
செயலாளர்  
Secretary

☎ +94112784811  
☎ +94112785162  
✉ secretary.education@moe.gov.lk



- 2.14 Necessary actions must be taken by the Principal to participate the teachers of Assisted Special Schools in the in-service workshops and training programs conducted at the Divisional, Zonal, Provincial and Ministerial level and it is the responsibility of the concerned teachers to be participated for such events.
- 2.15 In accordance with the Manpower Underutilization Circular 1980, signing the attendance register at least 15 minutes before the commencement of school , carrying out the duties during working hours actively and efficiently, assisting in the implementation of grace periods as assigned by the Principal or Heads of Schools concerned , in case of taking personal leave, assignments should be given and two leave application forms should also be given to the Principal and an approved copy thereof should be obtained.
- 2.16 In relation to the evaluation process for the quality assurance of school education, the Ministry of Education had issued a Circular on " How good is our school ?" . Actions should be taken to comply with the provisions laid down by this circular No. 31/2014 dated 02.12.2014.
- 2.17 In accordance with the Circular mentioned in above 2.16, the teaching staff of the School should be appointed in the committees for the evaluation areas mentioned in the circular. According to the number of teachers available in the school, the number of teachers to be nominated to a relevant committee in one field should be decided and a Head of the committee should be appointed for each field.
- 2.18 The principal must ensure the implementation of the school's internal evaluation programs. For this, an internal monitoring committee should be appointed from the senior teachers of the school.
- 2.19 Appointment of a disciplinary committee to maintain discipline in the school. Records on this should be maintained. A teacher should be appointed for counseling and guidance and a school-level counseling and career guidance program should be implemented.
- 2.20 The Ministry of Education should implement the " For the internalization education Teacher's Guide ii" prepared for the learning and teaching process of students with intellectual disabilities and at the end of a maximum of 02 years, the general curriculum for those students should be implemented.
- 2.21 Organizing quality circles at least one per term and being maintained and keeping their records must be carried out by the teachers.
- 2.22 No outside correspondence of school should be done in writing directly by teachers or no media statements should be made and letters must be written by the authority of Principal / Manager and no media statements should be made to the media without the permission of the head of the institution.
- 2.23 The principal shall register the attendance of the teachers in the school , register , short leave, half-day leave , late attendance. and leave records should be maintained up to date. Prepare annual reports from student attendance records and such should be sent to the Non-Formal and Special Education Branch of the Ministry of Education through the Zonal



### **3.0 Role of the Divisional Director of Education for the Development of Quality Education in Assisted Special Schools**

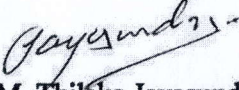
- 3.1 In the evaluation of teaching performance, acting as the assessor of the teachers and acting as the evaluator of the principal and Deputy Principals should also be done . (Those positions Approval must be taken by the Ministry of Education for those posts.)
- 3.2 Actions should be taken within the stipulated time to take the necessary actions to provide Annual Report Books , Annual Census Report Books , Textbooks , Teacher's Guides , List of names and for providing uniforms and security insurance.
- 3.3 Actions must be taken to register the children for the school level and national level examinations and provide necessary instructions to be registered the students.
- 3.4 For the semester examinations and year - end examinations and conducting by the Zonal education office and the provincial department education should provide the necessary assistance by giving question papers and answer sheets.
- 3.5 For the development of the educational quality of the school, the external evaluation process should be carried out and work related to Circular No. 31/2014. Actions must be taken Matters discovered through external evaluations and internal evaluations and the steps taken by the school should be examined. According to the facts that are revealed, advice and guidance should be given for the strategies needed to develop the quality of the school.
- 3.6 Arrangements should be made to make the teachers /principals of the Assisted Special schools participate in the teacher /principal services and training workshops organized by Divisional Education Office.
- 3.7 Approval of leave of principals under Assisted special schools should be done accordingly.
- 3.8 The students of these schools should also participate in all the co-curricular activities implemented at the divisional level.

### **4.0 The role of the Zonal Director of Education for the development of quality education in Assisted Special Schools**

- 4.1 Five-year plans, annual implementation plans, annual reports, prepared and presented by special schools and school calendar must be approved.
- 4.2 Nominations made by the Governing Body for the post of Manager of Assisted Special School and must be forwarded for the approval of the Ministry of Education by the Provincial Director of Education after being examined the nomination.
- 4.3 Review and recommend volunteer teacher appointments proposed by the Manager and submit for approval to the Ministry of Education. For this, having a successful teaching experience of at least one year as a volunteer teacher , having met the necessary qualifications and should be recommended and submitted the such to the Director of Education to grant formal appointments if there are vacancies available in that school.



- 5.5 After receiving the approval of the Education Secretary for the list of teacher vacancies mentioned in above 5.4, the formal appointment letters should be issued to the approved teachers.
- 5.6 For the principal and teachers of Assisted special schools, files should be maintained for organizational functions.
- 5.7 The application form with the recommendations of the Zonal Director of Education for the retirement of the principal and teachers of Assisted special schools should be examined and submitted to the Secretary of the Ministry of Education with the recommendations of the Provincial Director of Education.
- 5.8 The principals and teachers of the Assisted special schools should be convened for principal meetings, principal and teacher training programs being operated at the provincial level.
- 5.9 Along with the external regulation of schools carried out in accordance with the Circular No. 31/2014 of , Ministry of Education should also be regulated Assisted Special schools in their province
- 5.10 The students of Assisted Special schools should also participate in programs conducted at the provincial level to raise student achievement levels, school term testing and evaluation programs and co-curricular programs.

  
**J.M. Thilaka Jayasundara**  
Secretary  
Ministry of Education

copy :

1. All Provincial Chief Secretaries
2. All Additional Secretaries, Ministry of Education
3. Director General, National Institute of Education
4. Commissioner General of Examinations, Sri Lanka Department of Examinations
5. Commissioner General of Educational Publications, Department of Educational Publications
6. Chief Commissioner (Teacher Education), Ministry of Education
7. All Subject Directors, Ministry of Education