



Rivers State Ministry of Education

REQUIREMENT GUIDELINE FOR SCHOOLS

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OVERVIEW

In a bid to effectively regulate the operations of public and private schools in Rivers State, it has become necessary to develop a regulatory system that will guide the standard of education across the state for all stakeholders.

It is a system for inspecting and monitoring schools as a way of ensuring that all schools are running on an approved standard in the State.

It will also serve quality assurance purposes for the State Ministry of Education, when considering approval for the registration of public and private schools, and annual renewal of operational license for private schools.

All the requirement guidelines listed herein are the minimum required standards.



MONITORING
AND
SUPERVISION
CYCLE

For the purpose of enhanced quality assurance across board, we recommend a monitoring/supervisory circle as thus:

SUBEB / SSSB for Private schools – one (1) visit per term

LGEA for public schools – one (1) visit per term

Zonal Coordinators for private and public schools – one (1) visit per term

RSMOE (QA team) for private schools – one (1) visit per term

Number of inspectors per visit (two (2) – four (4))

RECORDS FOR SIGHTING

The following records will be required for upload on the RivEMiS platform and the originals be subsequently sighted on inspection visits

- Certificate of Incorporation (CAC) with the name of the school
- Site plan
- Building plan approval
- Certificate / letter of approval
- Proof of payment for school approval
- Proof of payment for previous renewals (if any)
- Staff qualifications / certificates
- Certificate of compliance on RivEMiS platform (to be generated from the RivEMiS platform)
- Record books
- etc



RECORD BOOKS

- The following records are recommended but not limited to the underlisted requirements for sighting on school inspections:
 - Class attendance register
 - Admission register
 - Log book
 - Time table
 - Visitors' book
 - Staff movement book
 - Continuous assessment records
 - PTA minutes book
 - Staff meeting minutes book
 - Inventory book
 - Conduct book (reward/punishment)
 - Diaries
 - Teachers' module/curriculum
 - Lesson notes.



SCHOOL SITE

A minimum of one (1) to one and the half ($1\frac{1}{2}$) plots of land for ECCDE school alone

A minimum of two (2) plots of land for Primary school alone.

A minimum three (3) plots of land for ECCDE/Primary school.

A minimum four (4) plots for a day secondary school.

A minimum of four (4) to six (6) plots of land is required for ECCDE/Primary/Secondary School (all in one).

Note: The plots must be together, not detached



BUILDING PLAN

Survey plan of the plots and deed of conveyance will be checked

Approved School Building plan signed by relevant state authorities: Health and site engineer approval stamps from the LGA authorities will be checked.

Ministry of Urban planning approval is required for building plans in PHALGA and OBALGA only.

Note: School owners must seek advice for siting playground and drive-in from the Ministry before putting up their structures.

SCHOOL STRUCTURE



- School Structure(s) must be on ground before applying to the Permanent Secretary for school approval.
- There should be a minimum of three (3) classes in existence and a space for expansion to accommodate new classes as this will give pupils adequate attention and steady growth
- Storey buildings must have a minimum of two staircases and must not exceed two-storey for secondary schools.
- Where necessary, provision should be made for future expansion of the school



CLASSROOM

Classrooms should have good natural lighting and cross ventilation

Number of pupils should be relative to the classroom size. The recommended size for a typical classroom is 56.0 sqm

Each class should not accommodate more than 25 pupils in the ECCDE classrooms

For primary and secondary schools, 35 pupils/students per class is recommended for effective teacher/student interaction.

The classroom area must have separate toilets for both girls and boys. The recommended size for the classroom area toilets for students is 1.2 sqm.

ASSEMBLY HALL /EXAMINATION HALL

An Assembly/Examination Hall is optional for ECCDE/Primary schools but there must be provision for assembly space.

For Secondary schools, it is recommended that the assembly hall must be large enough to take in twice the total enrolment of students in both primary and secondary school.

It is also recommended that the assembly hall which is big enough to seat twice the total number of student enrolment be converted to an examination hall for all national or external examinations.

Note: Assembly/Examination hall must not double as classroom

ADMINISTRATION

- Administrative block/office. This could be merged with head teacher's office for ECCDE/Primary.
- Secondary schools must have a separate administrative office.
- There should be an office for the Head teacher or principal. An Office for the Proprietor is optional

ECCDE	Reception Hall, Head Teacher's office and store room
Primary	Head Teacher's office, Reception room and store room
Secondary	Principal, Vice Principal, Bursar's office, Clerical office, Guidance and Counselling office.

LIBRARY

Library/Reading room is a pre-requisite as it will encourage reading culture

ECCDE: Toys/Picture books/Early readers/Puzzles/Games/Audio-visuals/Learning aids

Primary: Well Stocked library

Secondary: Well stocked and supervised by a teacher- librarian and library attendant

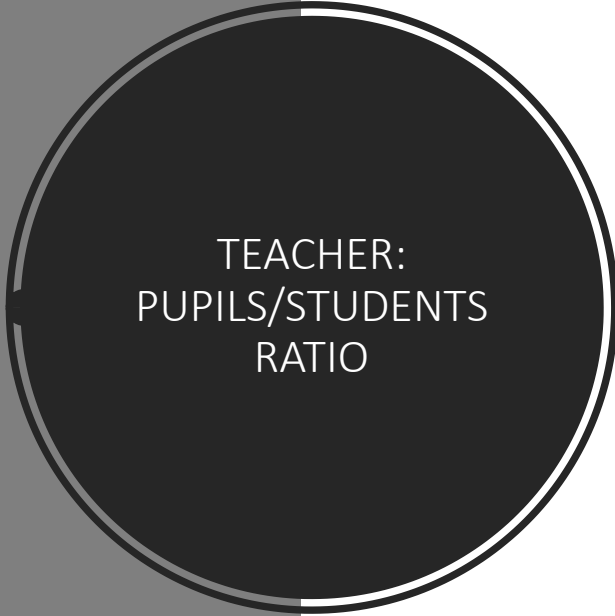
Books to students ratio - (3:1)

Library facilities: Shelf space, Readers' space/seats, Photocopiers, Printers, Computers, Internet service, Air conditioners/well ventilated space/fans, Toilets, etc.



ACADEMIC
STAFF
QUALIFICATIONS

- Teachers in ECCDE/Primary section should have a minimum qualification of NCE and registered with TRCN.
- Teachers in Junior Secondary should have a minimum qualification of NCE and registered with TRCN.
- Teachers in Senior Secondary should have a minimum of a degree certificate with PGDE (if degree is not B.Ed) and should be registered with TRCN.
- Staff with lower qualification (SSCE) could be employed as minders or care givers.



TEACHER:
PUPILS/STUDENTS
RATIO

ECCDE	
Teacher to pupils ratio	1:25
Minder/Caregiver to pupils ratio	1:15
Primary	
Teacher to pupils ratio	1:35
Minder/Caregiver to pupils ratio	1:35
Secondary	
Teacher to student ratio	1:40

- The above staff to pupils/student ratio is required as the minimum standard



BASIC FURNITURE

Teachers' desks should be wooden executive desks and executive or straight back chairs. Plastic chairs are discouraged as they are reclining and not good for a long time sitting.

Students' desks should be of a smooth surface, and made in accordance with their age and height. Individual desks are recommended for ECCDE pupils.

Plastic chairs of reclining nature are not recommended for students and pupils. For ECCDE, sleeping corners with mats and floors must be covered with baby carpets.

Cloakrooms, Bag racks, desks with storage or students individual lockers made of wood or strong fiber are recommended

Chalkboards/whiteboards/smartboards should be installed at learners' view.



HEALTH

ECCDE/Primary schools must have sick bay with a qualified nurse (or care giver).

Secondary schools must have at least a good first aid unit with a trained and certified safety officer where there is no sick bay; however, there must be retainership with a nearby medical facility especially for boarding schools.

There must be an equipped clinic/sick bay/dispensary with certified resident nurse for boarding schools.



SECURITY & SAFETY

The school compound should be secured with a fence and a gate, manned by security guards.

Perimeter fence in blockwork, hedge, shrubs, wire-chain, etc. should demarcate every school compound to discourage encroachment.

Every building is expected to have an emergency exit.

Every school site must have a clearly indicated muster point

Safety and security drills for staff and students including emergency evacuation drills should be held at least once a term. A mandatory HSSE training for minders/caregivers should be held once in a session

At least one teacher per class should be trained and certified on school safety and security before approval



AMENITIES
(POWER)

There should be a National grid and or alternative source of power supply.

Power should be available for staff and students during school hours as applicable (e.g. 7:30am – 2:30pm) for a day school especially for peculiar activities

For boarding schools, power should be available for staff and students as applicable (e.g. 5:30am – 7:00am and 6:30pm – 10:00pm)



AMENITIES
(WATER)

Certified potable/self sufficient water supply source (pipe-borne/borehole/mono-pump) must be available in the school premises

Water storage facilities like over-head tanks should be available to store the water needs of the school for at least 2 school days even if water supply is disrupted

Water should be supplied to all toilets, kitchen, dinning, laboratories, sick bay areas (as applicable)



AMENITIES (TOILETS)

- Provision of adequate toilet facility is a pre-requisite in the establishment of schools.
- The number of toilets should be relative to the schools' population: one (1) toilet for a maximum of twenty (20) pupils/students excluding staff toilets will be required.
- High rise buildings must have toilets with running water on every floor.
- Wash hand basins should be provided to encourage good hygiene practice and hand- washing.
- ECCDE pupils must have potties in their toilets as a continuation of their home potty training.

Water closet, or Ventilated Improved Pit (VIP) separate for boys and girls is required.



LABORATORIES

For Secondary, there should be in existence separate well-equipped standard laboratories with appropriate storage facilities for relevant subjects like: Physics, Chemistry, Biology, Agric Science, Home Economics, Introductory Technology, Language, Music, ICT, Arts, etc.

For ECCDE/Primary, emphasis should be on ICT, Arts, Home Economics and Junior science laboratory; however, Science corner in every classroom/All purpose science laboratory could be considered in the absence of the stand-alone laboratories as required.

Fire-fighting equipment must be installed in all laboratories: Fire extinguisher/fire blanket/sand bucket).



WORKSHOPS

Should be well equipped for Introductory Technology, Woodwork, Home Economics and Fine Arts, etc.

Fire-fighting equipment must be installed in all workshops (Fire extinguisher/fire blanket/sand bucket).



SPORTS FACILITY

ECCDE /Primary schools must have adequate play pens and sports ground.

ECCDE and Primary (Playground) should be large enough to accommodate all students

Secondary schools must have a sports field and other game facilities.

For day primary/secondary schools without a sports field within the premises, a sports field must be provided within walking distance from school; however, for boarding schools a sports field and indoor sports facilities are mandatory within the school premises



BOARDING FACILITIES

Staff Quarters

Living accommodation should be optional for the Principal and Vice-Principals but mandatory for boarding house masters/mistresses, matron, staff nurse, head cook, catering supervisor, some cooks, electrician, plumber, security men, etc.

Dormitory

Should not be more than two storeys for boarding schools with two staircases and emergency exits. Whether storey building or bungalows, they must be well ventilated; not overcrowded, with adequate shower space and toilets. Toilet to student ratio(1:10).

Kitchen:

Well equipped; adjoining or close to the dining hall.

Dining Hall:

Well furnished and big enough to seat all students, simultaneously at meal times.

Fire fighting equipment

Fire fighting equipment must be available in the hostels, kitchen and dining areas

Potable water

Potable water must be within the premises of the dining hall and kitchen building and dormitories.



CURRICULUM

Schools must adhere to the State's school calendar and make use of the approved NERDC curriculum.

Schools should also use the text books recommended by the Ministry of Education.

All private schools using foreign curriculum are expected to first get approval from RSMOE to use foreign curriculum. They must always send their curriculum and recommended text books to the Ministry for approval at the beginning of every academic session before using same.



ADOPTION OF ICT

All schools are mandated to use electronic means to manage their records. To this end, schools are required to adopt school management solutions that can interface with the RivEMiS platform to provide the Ministry with the necessary data for planning and quality assurance (regulation)

eLearning solutions should be adopted to complement the activities of teachers. Approved local and foreign eLearning resources from the Rivers State Ministry of Education should be considered

The training of all academic staff to use and develop eLearning tools is mandatory on annual basis. All teachers in Primary and Secondary school must have Digital Literacy Certification from the Rivers State Ministry of Education in partnership with the state ICT department from the 2019/2020 academic session.

USE OF RIVEMIS

- All schools are required to create profile on the RivEMiS platform (<https://rivemis.riversstate.gov.ng>) to upload all relevant data, records and documentations as required by the state; register candidates for state exams, applications, payment of approval and renewals, transfer of students, etc.
- The following will be required on the RivEMiS platform:
 - All approved documentations
 - Staff records
 - Student enrolment records
 - Assessment records
 - Facilities availability and status
 - Selected record books such as PTA, log book, admission register, etc.
- At least two (2) staff will be trained for free by the RSMOE on the use of the platform every year