PROCEDURE FOR THE ESTABLISHMENT AND OPERATION OF PRIVATE SCHOOLS

All private schools in order to be established and operate, an approval by the Minister of Education and culture must be given. The offenders will be legally prosecuted. Applications submitted with missing information will not be taken into consideration. For this reason you are kindly requested to carefully study the legal prerequisites for the establishment and operation of private schools.

1. Choosing a name of private school and registering into the registry of companies

   A) The private school should be registered as a company with a commercial name at the registry of companies. The term “private school” must precede the name given. The certified copy must accompany the application.
   B) The registered name cannot include terms like “Academy” “Academic” “National” “Pancyprian”
   C) The registered name should not be misleading in terms of level and type of private school
   D) The registered name must distinguish itself from the names of other private schools

2. Premises

   Finding a suitable building must be a primary goal.
   - It is necessary to obtain permit from the Headquarters of the Department of Town Planning and Housing according to the Streets and Buildings Regulation Law.
   - It is also necessary to submit a building permit in which it should be stated that the building will be used as a private school. It is required to send the Certificate of building final approval of the private school.
   - The building should be suitably furnished and use the right equipment for the appropriate functioning of a private school
   - Fire safety certificate

3. Submitting an application for establishing and operating a private school at the ministry

   Printed forms P.S.1 and P.S.4 from the owner of the Private School should be submitted together with the application. The application should be accompanied by the certificates described in sections 2, 4, 5, 6

4. Staff of the Private School

   It is compulsory to hire a qualified headmaster/headmistress as well as teachers. Every member of the teaching staff should submit the following documents:
   - A recognised University degree/ title in the specific subject they will be appointed to teach.
   - A copy of the official transcripts of their degree(s).
   - The personal record form for every teaching staff member of the private school
   - Clear criminal record from the police.

   It is noted that all certificates and documents should be submitted in official certified printouts.
5. Curriculum programme
5.1 The curriculum must include the following:

a) Aims and Objectives
b) Content/Material
c) Teaching Periods per unit
d) Methodology
e) Course books
f) Timetable

5.2 Criteria for a satisfactory Syllabus for foreign languages for Private Secondary Schools

1. General aims and objectives of the curriculum based on the age of the students
2. Targeted skills/abilities (language and communicative skills according to the level and skill scales of the Common European Framework of Reference for Languages (CEFR) of the Council of Europe.
3. Content / Syllabus (coursebooks and additional material which is in accordance with the CEFR levels for languages
4. Teaching periods per year/per week and by unit
5. Coursebooks
6. Methodologies (teaching approach and methodology, activities, tasks etc.)
7. Technological support (PC / interactive activities over the internet etc.)
8. Modes of Assessment

6. Student fees
The owner should state to the Ministry of Education and Culture the student fees and then should ensure an approval every academic year for possible increase of the fees.

7. Keeping the following records
   a) Register of students
   b) Teaching staff record
   c) Staff salary statement
   d) Certificates of attendance

8. Keeping duplicated numbered receipts
   Such receipts should be printed at a printing press, as it is necessary to give out a receipt for each collection of fees or other rights.

9. It is obligatory to have a sign outside the building showing the commercial name of the school with the phrase “private school” preceding the name given.

10. The phrase “private school” must precede the commercial name at the stamp used by the school, as well as at all signs, advertisements, certificates and other documents published or issued by the private school.
11. Private School inspection
Before Ministry of Education and Culture officials inspect the Private School, photos of point 10 above as well as photocopies of points 7, 8 above should be presented.

12. Advisory committee of Private Education
The Advisory Committee of Private Education examines the application and forward it to the Minister of Education and Culture for the final approval, only if the application meets all requirements and terms with reference to the law.

13. Opening of a Private School
A private school cannot start its operation unless a final approval is granted.

14. Operational information of the Private School
- Submitting every year the teaching staff list and the tuition fees.
- Notifying the Ministry of Education and Culture of any changes taking place concerning the operation of the Private School.