



GENERAL

"Every Child Can Learn... Every Child Must Learn"

Schools' Bulletin

**ATTENTION: REGIONAL DIRECTORS, SCHOOL BOARD CHAIRMEN AND PRINCIPALS
OF ALL PUBLIC AND PRIVATE INSTITUTIONS**

SUBJECT: PROTOCOL REGARDING STATE PHOTOGRAPHS IN SCHOOLS

Dear Colleagues,

In an effort to ensure all our schools conform to the established protocol for the removal and mounting of photographs, please note below for your attention and subsequent compliance.

Removal of State Photographs within Schools

State officials' photographs are to be removed immediately from our schools and offices on the demitting of such offices by state officials.

The approved replacement photograph(s) should be mounted at the earliest possible time.

Please be reminded of the protocol regarding mounting of state photographs in schools as stated in Bulletin 47/2018.

There are **three primary photographs** that must be mounted in sequence:

- Governor General – 1st
 - Prime Minister – 2nd
 - Minister under whose portfolio the establishment falls – 3rd.
 - If there is a Junior Minister in that portfolio then his/her photo would be -4th
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- The size of photographs being mounted are normally Sixteen by Twenty (16" x 20"), Eleven by Fourteen (11" x 14") or Eight by Ten (8" x 10").

Winnie Berry
Chief Education Officer (Acting)

-----April 3, 2019-----

- It is normal to have all photographs being the same size. If there is difference in size, no photograph should be larger than that of the Governor General's.
- If a school wishes to mount other state officials these photographs should come after the Ministers of the particular Ministry under whom the establishment falls.

Queries should be directed to Mr. Andrew Pitkin of the Safety and Security in Schools at andrew.pitkin@moey.gov.jm or telephone at 876 -499-0738.

Winnie Berry
Chief Education Officer (Acting)

-----*April 3, 2019*-----

2 - 4 National Heroes Circle, Kingston 4, Jamaica, Tel: 922-1400, e-mail: winnie.berry@moey.gov.jm