



**BERMUDA GOVERNMENT**

**MINISTRY OF EDUCATION**

**PATI Information Statement**

**Name of Public Authority:** Ministry of Education Headquarters

**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]**

**Structure and Organization**  
Ministry of Education Headquarters  
(Permanent Secretary)  
(Senior Policy Analyst)  
(Policy Analyst)  
(Comptroller)  
(Executive Assistant) (Scholarship &  
Awards Program Manager) (Administrative  
Assistant/Accounts Officer)

**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  
Education (Tutorial Sites) Rules 2003  
Education (Applications for Registration of Schools) Rules 1987  
Bermuda Educators Council Act 2002  
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 B: 1) Functions, powers, duties of the Authority [s5(1)b]**

To provide strategic leadership and policy direction for education and life-long learning.  
Develop strategic policy for the public school education system  
Improve the administration of grants to external bodies and ensure provision of monies directly impact students  
Improve stakeholder confidence through consultation and engagement  
Educate the community through educational, social and recreational resources that prepare, inform and engage life-long learning and access to initiatives that meet the needs of Bermuda residents

## **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 officers** to be the person to whom requests are directed [s62]

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

The Ministry of Education Headquarters engages in consultation on legislation of national importance.

- Drafting Instructions
- Scholarships and Awards
- External Grants
- Teacher Exemptions
- Consultation & Public Enquiries
- Appeals

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

### **Ministry Headquarters**

Strategic policy and planning documents  
Minutes of Meetings  
Memoranda  
General correspondence

## **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  
Bermuda Government Scholarships Act 2008  
Bermuda Educators Council Act 2002  
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  
Education (Tutorial Sites) Rules 2003  
Education (Applications for Registration of Schools) Rules 1987  
Bermuda Government Scholarships Act 2008  
Bermuda Educators Council Act 2002  
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 officer [s5(1)g]**

To be designated following an organizational review.

Sue-Ann Smith  
Tel: 278-3313  
Email: [moepati@moed.bm](mailto:moepati@moed.bm)

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

The Ministry of Education puts as a matter of course most public information on its website: [www.moed.bm](http://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]**

Plan 2022 – Bermuda’s Strategic Plan for Public School Education

**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:** 13<sup>th</sup> May, 2026

**Locations of Information Statement:**  
**Ministry Headquarters & All Departments**  
44 West Church Street  
Hamilton HM 12  
Tel: 441-278-3300  
Fax: 441-232-0642

- Available electronically, Y
- Website for public authority [www.moed.bm](http://www.moed.bm) Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y
- With the Information Commissioner. Y

**Sign and Date:**

**Lisa Smith, Permanent Secretary  
Ministry of Education**

**Date: 13<sup>th</sup> May, 2026**