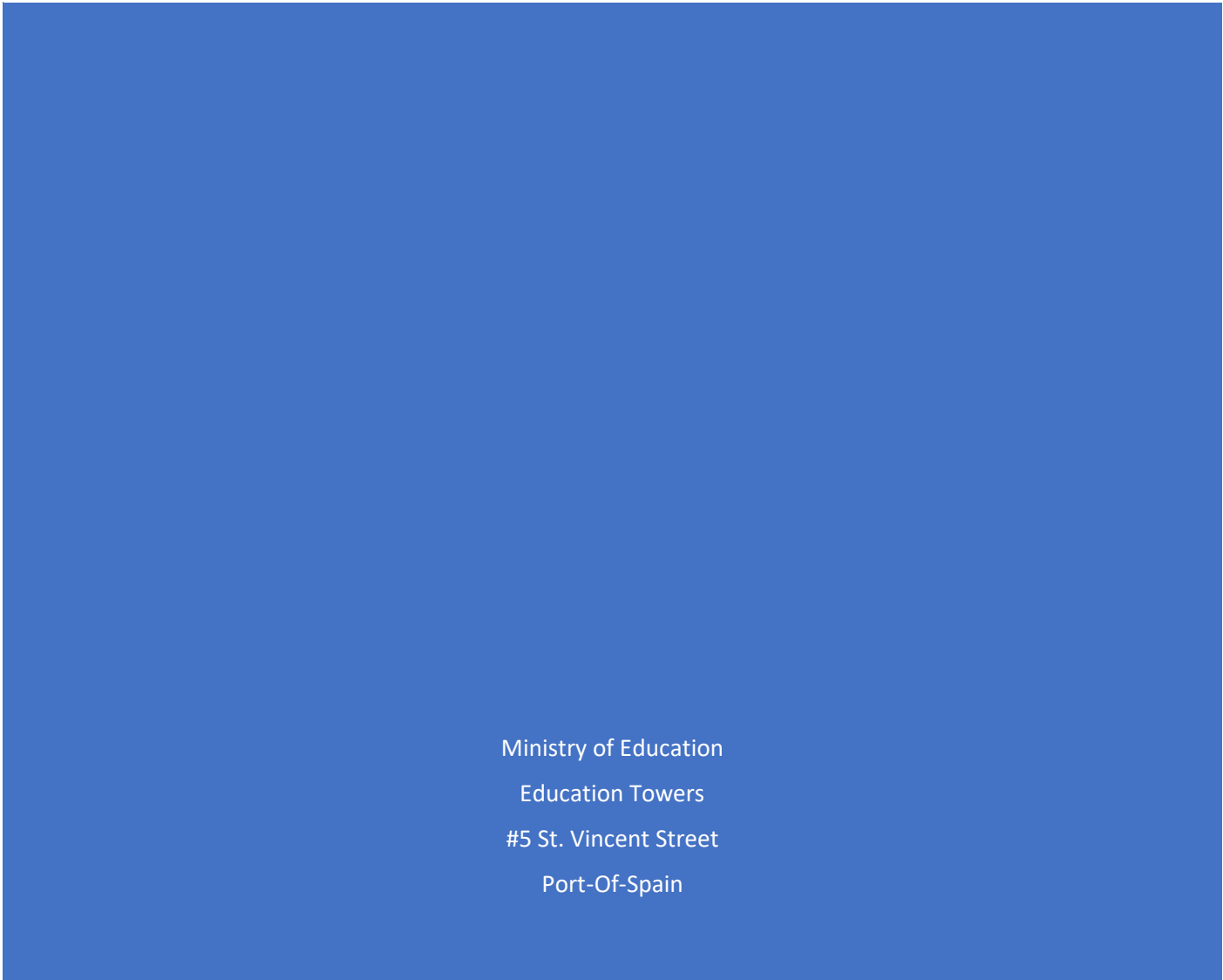


MINISTRY OF EDUCATION
CURRICULUM
IMPLEMENTATION
OPERATIONAL GUIDELINES



Ministry of Education
Education Towers
#5 St. Vincent Street
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TEACHING AND LEARNING GUIDELINES: TERM I 2020/2021

INTRODUCTION

The following general guidelines are intended for implementation at both Primary and Secondary Level Schools in Trinidad and Tobago with respect to curriculum coverage and operations in Term I 2020/21, in the first instance.

GENERAL INFORMATION

- a) Term I 2020/21 begins September 1st, 2020.
- b) Students are not expected to report to schools for classes during Term I 2020/21 unless further advised
- c) Teachers are expected to take responsibility for delivery of the curriculum to students via remote methods using hybrid learning
- d) School buildings are to remain open and resources are to be fully available for use by teachers as required in the delivery of the curriculum
- e) Work from home arrangements for teachers should be approved by principals once the delivery of the curriculum to students is not compromised
- f) Suggested activities between:
 - September 1st - September 4th: Teacher Training and Planning
 - i. School-led Teacher training and plenary sessions
 - ii. Development of work plans
 - iii. Production of learning materials
 - iv. MOE-led student and parent orientation on MOE television and Social Media channels
 - v. Provision of printed learning materials to schools through School Supervisors.
 - vi. Online training for teachers provided by MOE
 - vii. Provision of Online Curriculum Guides to teachers through school Supervisors
 - viii. Publishing of programming schedule for MOE television channel and radio features
 - September 7th – 11th: Student, Parent and Teacher Engagement
 - i. Class orientation activities by teachers

- ii. New student orientation by school
 - iii. Parent orientation by class/ school
 - iv. Preparation of class material by teachers
 - v. Distribution of printed material by teachers
 - vi. Commencement of teaching and learning activities by teachers
 - vii. Online training for teachers provided by MOE.
- g) Learning materials will be available to students on the MOE's School Learning Management System (SLMS), on TV, radio and Social Media.
- h) Parents will be expected to play a critical supervision role for their children
- i) The School feeding program will continue. 500 lunches per day will be delivered to MP Offices for distribution via Village Councils, religious institutions or other groups to children in communities who require it.
- j) Online Counselling will continue for students who need to access this service from schools.

Teaching and learning should begin during the period September 7th- 14th, 2020.

ALL SCHOOLS SHOULD BE FULLY ENGAGED IN TEACHING AND LEARNING ACTIVITIES BY SEPTEMBER 14th, 2020.

RESPONSIBILITIES OF THE MINISTRY OF EDUCATION

1. Student and Parent orientation via TV features and the MOE Social Media platforms including guidelines for time management and how to support a positive learning environment.
2. Instructional features via TV, Radio and Print Media.
 - TV: focus on Standards 4 and 5 SEA preparation.
 - Radio: focus on patriotism, culture, historical features, modern languages.
 - Print: focus on pull outs containing activities and answers once a week for ECCE, infants and lower Primary levels.
3. Provision of guidelines for teachers on:
 - The production of print material for remote learning
 - Navigating the School Learning Management System

- Teaching in an online environment
4. Reduction of curriculum for Term 1 2020/21 focusing on mastery of the core objectives / skills
 5. Supply of printed resource material to schools through District Offices for replication purposes.
 6. Launch of the “Adopt a School” device donation program targeting corporate Trinidad and Tobago, Chambers of Industry and Alumni Associations
 7. Acquisition of devices to increase the level of student participation in online classes
 8. Proposal for the narrowing of the SEA curriculum for 2021 and 2022
 9. Distribution of MOE-produced SEA booklets to schools to be used by Standards 4 and 5 students
 10. Continued development and creation of content in specific areas for publication on TV, Radio, Social Media and the MOE’s School Learning Management System (SLMS)
 11. Provision of guidelines for school timetables as given below:

PRIMARY- Minimum of 4 sessions per day

1st year- STD 2- 45 Minute sessions

	9:00-9:45	9:45--10:00	10:00-10:45	10:45-11:45	11:45-12:30	12:30-12:45	12:45-1:30	1:30-1:45	1:45-2:30
DAY 1		BREAK		LUNCH		BREAK		BREAK	
DAY 2									
DAY 3									
DAY 4									
DAY 5									
DAY 6									
DAY 7									
DAY 8									
DAY 9									
DAY 10									

Recommendation for 10 day cycle time table		
Subjects	No. of Sessions	
ELA (Reading)	4	
ELA (Creative Writing)	2	
ELA (Oral Literacy)	2	
ELA (Literarcy Appreciation)	2	
ELA (Media)	2	
Mathematics	10	

Science	3	
Social Studies	3	
Spanish	1	
Physical Education	4	
VAPA	4	
V.C.C.E	2	
GUIDANCE Officer	1	

Screen Time - 15 -30 minutes total per subject dependent on level

Break - Stretch/ Snack/ Bathroom

Spanish and HFLE will be done as part of the Integrated Unit

PRIMARY- Minimum of 3 sessions per day

Std 3- Std 5- 1 hour sessions

	9:00-10:00	10:00-10:15	10:15-11:15	11:15-12:15	12:15-1:15	1:15-1:30	1:30-2:30
DAY 1		BREAK		LUNCH		BREAK	
DAY 2							
DAY 3							
DAY 4							
DAY 5							
DAY 6							
DAY 7							
DAY 8							
DAY 9							
DAY 10							

Recommendation for 10 day cycle time table	
Subjects	No. of Sessions
ELA (Reading)	2
ELA (Creative Writing)	2
ELA (Oral Literacy)	2
ELA (Literacy Appreciation)	2
ELA (Media)	2
Mathematics	10
Science	2
Social Studies	2
Physical Education	2
VAPA	2
V.C.C.E	1
Guidance Officer	1

Screen Time - 15 -30 minutes total per subject dependent on level

Break - Stretch/ Snack/ Bathroom

SECONDARY

Minimum of 4 sessions per day

**PROPOSED TIMETABLE GUIDELINES-
SECONDARY- I hour sessions**

	8:30- 9:30	9:30- 10:00	10:00- 11:00	11:00- 12:00	12:00- 1:00	1:00- 1:30	1:30- 2:30
DAY 1		BREAK		LUNCH		BREAK	
DAY 2							
DAY 3							
DAY 4							
DAY 5							
DAY 6							
DAY 7							
DAY 8							
DAY 9							
DAY 10							

Upper School Form 4-5	
Approx 8 subjects	40 sessions per cycle

4 sessions per subject

Proposed weighting for Lower School

Lower School Forms 1-3:	No of Sessions
Mathematics	5
English	5
Social Studies	5
Science	5
Spanish	4
VAPA	4
Tech Ed	3
IT	5
PE	3
Guidance Officer	1

Screen Time - 25 - 35 minutes total per subject dependent on level

Break - Stretch/ Snack/ Bathroom

12. Teacher training:

- All teachers will have access to an online manual for SLMS
- An online course designed to train educators on designing and developing lessons and assessment using open education resources content online offered to each school by the TEPPDD
 - Cohort 1: 2475 teachers trained
 - Cohort 2: 5030 teachers trained
 - Cohort 3 to begin 26th August, 2020
- Online courses were opened to all Educators from April 20th. Courses offered thus far included:
 - How to Teach Online and Learn from Home (17th March) – accessed by all new teachers from 2018, 2019 and 2020 cohorts as part of their inductee programme.
 - Educator Guidelines for online teaching and learning
 - Mobile learning strategies, How to Effectively Teach Online
- Partnerships with OAS, NIHERST, SHELL, MIC,IBM, RSC introduced courses in coding for ECCE, Primary and Secondary, Robotics and Stem Education.
- Upcoming Courses (September to December) :
 - Theories of Online Teaching and Learning
 - Challenges to Designing and Developing Online Content,
 - Designing Online Tools for Special Needs Students,
 - Assessment Tools Engagement,
 - Effective Online Administration.
- Teachers who are having major concerns will be referred to the Teacher Training Unit.
- Provision of Guidelines for:
 - remote learning
 - copyright and IP,
 - upload and content creation

- Students to be guided to tutorials or the SLMS for technical assistance.
13. Provision of devices and facilities for online teaching
 14. Provision of standardized instruments to schools for clinical supervision
 15. Schedule for TV and Radio programming to be formulated and communicated to all stakeholders.
 16. Provide email contact for District Officers to be used for parent feedback
 17. Consideration of the following changes to the SEA exam, and suggestion of amendments to the CVQ, CSEC and CAPE Syllabi for examinations in 2021 and 2022:
 - CSEC & CAPE suggestions:
 - reduction in topics
 - recommendation for reduction in practical component
 - alternatively paper 3 can be used to test practical skills
 - use of virtual field trips
 - exam to be held in June-July
 - SEA recommendations:
 - reduction in the number of topics to be examined
 - Consideration given to having the exam in June-July
 - Specification of the type of writing to be tested for exam
 - CVQ
 - reduction in practical component
 -
 18. Provision of 500 hot lunches daily through the School Feeding program to MP Offices for distribution to children in communities.

RESPONSIBILITY OF SCHOOLS

1. Provide all parents with a booklist
2. Facilitate end of term student grades from continuous assessment
3. Suspend practical components of CSEC and CAPE and CVQ subjects for Term I- these should be completed in Term II 2020/ 21
4. Schedule departmental meetings once per cycle, and monthly staff meetings.
5. Ensure that the responsibility of instruction for each class is assigned to a teacher.
6. Institute monitoring arrangements for the teaching and learning process:

- Heads of Department and Principals to have access to online classes on the Ministry of Education SLMS or any other platform on which classes are being held.
 - Standardized instruments for clinical supervision to be completed
 - Ensure that printed packages with worksheets are consistently distributed and returned at least once weekly for students who are offline.
 - Keep student attendance records which should be submitted to Principals on a daily basis by teachers
 - Forward details of students who display continued absenteeism to School Support Services for action.
 - Fortnightly reporting by Heads of Departments to Principals on teacher activity.
 - Fortnightly reporting by Principals to Supervisors.
 - Supervisor visits to school to continue.
7. Ensure that Guidance Counsellors have published schedules and/or contact numbers provided.
 8. All schools are expected to provide timetables for students outlining class times and mode of delivery
 9. Establish Parent / Teacher communication via telephone / WhatsApp/Email.
 10. Provide Orientation activities for parents, students and teachers
 11. Provide resources for successful delivery of the curriculum to all teachers
 12. Enforce a strict, casual, yet professional dress code for students participating in the online platform. The use of school uniforms is not mandatory.
 13. Schools should consider the production of specific orientation manual /sessions for first time intakes and their parents.

RESPONSIBILITIES OF TEACHERS

1. Teachers are expected to report for duty on September 1st.
2. Teachers are to ensure that the curriculum is delivered to all assigned students
3. Teachers who do not have access to connectivity will be expected to report to school to conduct online classes. For schools with no internet capabilities, access to alternative schools will be provided.
4. Access school resources for preparation of printed packages where necessary.
5. Utilize the online manual for SLMS

6. Utilize all necessary training resources available from the MOE
7. Guide students to the MOE's SLMS for technical assistance.
8. Design assignments for students' completion and online submission
9. Provide feedback to students, parents and Principals on specific issues as required
10. Produce packages that contain instruction via flash drive / paper for collection at schools by students who cannot access the online environment
11. Formulate separate instructional packages for children with developmental delays
12. Keep student attendance records which should be submitted to Principals on a daily basis

RESPONSIBILITIES OF STUDENTS AND PARENTS

1. Students are not required to physically attend school during Term I 2020/2, but parents may be required to collect printed packages where necessary.
2. Teaching and learning activities begin September 7th – 14th 2020- students are expected to be fully engaged in this process, with parents playing a supervisory role
3. Orientation videos will be accessible via TV and Ministry of Education social media from September 1st - 5th- both parents and students are expected to avail themselves of the information provided
4. There will be two categories of students: Category 1 – Students with access to Devices and Connectivity; Category 2 – Students with no access to devices or connectivity.
 - Category 1 students: Online teaching will be conducted following a scheduled timetable which will be made available. Students are expected to engage in the scheduled activities. Assignments will be uploaded and students will complete and submit online for feedback and correction.
 - Category 2 students: Packages for students will be prepared by teachers using the modified Curriculum Guide. Packages should be collected as directed by teachers on a weekly basis. Students may also be asked to access extra assistance through Television and radio programmes.
5. Parents:
 - Are expected to ensure that their children are fully engaged at home in the teaching and learning exercises as directed by their teachers.
 - Should be aware of the availability of School Guidance Officers and utilize their services as necessary

- Should make contact with teachers via their preferred mechanism and obtain regular feedback about their child’s performance and level of engagement
- Should obtain the email address for the district office to provide feedback if necessary regarding the teaching and learning process
- Are expected to be familiar with the range of learning resources available and ensure that their children make use of them during the school term
- Should ensure that children dress and behave appropriately in the online environment
- Should seek to provide an environment that is conducive to the teaching and learning process for the student’s maximum benefit.
- Should ensure that all assignments are completed by the students in a timely manner
- Can make arrangements through MP Offices in their area of residence for their children to receive lunches through the School Feeding program.

HYBRID EDUCATION FLOW

