

GUYANA

MINISTRY OF EDUCATION

CIRCULAR NO. 3/2011

REF. NO. ED

FROM: Chief Education Officer

TO: Deputy Chief Education Officers
Assistant Chief Education Officers, Director,
NCERD, Senior Education Officers
Coordinator, School Boards Secretariat
Heads of Education Departments
Coordinators/Directors of Education Projects
Principals of Institutions
Headteachers of Nursery, Primary and
Secondary Schools
Heads of Practical Instruction Centres

DATE: 1st September, 2011

SUBJECT: After-school Remedial Classes

The Ministry of Education has recognized that many schools have implemented remedial programmes which have contributed significantly to improving our pupils'/students' chances of academic success. To ensure all pupils/students are given an opportunity to benefit from such programmes the Ministry of Education has decided the following:

Commencing the 2011-2012 academic year, all primary and secondary schools are required to implement a mandatory remedial programme for underperforming pupils/students in the areas of English (including Reading) and Mathematics.

Remedial sessions are to be conducted for **one hour, four days each week** for all grade levels as the need exists.

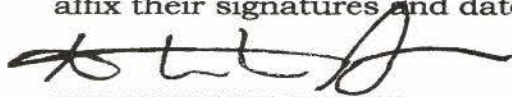
Each school is required to provide a Remediation Schedule detailing the classes, number of pupils/students, time and assigned teachers for the term to their respective Departments of Education no later than the end of the second week after the commencement of each term.

Each school is required to provide written notification to the parents of all pupils/students selected for remediation outlining the days and times their children are required to attend these classes. **An attendance record must be kept at each school.**

Each Department of Education is required to provide Professional Development support for teachers in the area of Remedial Education and effectively monitor the remediation programmes in their schools.

This Circular takes **immediate** effect.

Kindly ensure that you bring the contents of this circular to the attention of all staff, the membership of the PTA and School Boards and have them affix their signatures and date it to indicate that it was read.



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Olato Sam

- c. Permanent Secretary
Regional Executive Officers,
Regions 1-10
Secretary, Teaching Service Commission
General Secretary, Guyana Teachers' Union

For Information
Minister of Education