

**GUYANA**

**MINISTRY OF EDUCATION**

**CIRCULAR NO. 3/2010**

**REF. NO. ED: 5/25**

**FROM:** The Chief Education Officer

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

**DATE:** 3<sup>rd</sup> August, 2010

**SUBJECT: GRADE LEVEL PARENT - TEACHER CONFERENCE**

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The Ministry of Education in its attempt to improve teacher accountability for student learning has instituted the implementation of the grade level Parent-teacher conference/meeting.

All headteachers must include on the school's calendar of events dates for the conduct of these activities during the first and second terms of the academic school year.

At the first conference only the parent(s) or guardians will be required to attend. This first interface will serve the purpose of arresting any factor which may impede the student's learning.

On the occasion of the second parent conference, parent(s)/or guardians will be required to be present, primarily to discuss the child's performance and conduct.

Every teacher should be present with his or her Mark Book, Pupils' Attendance Register, Class Log, Worksheets, Report Booklets, Portfolio, Notebooks, School Based Assessment Calendar, Misdemeanour Book, Record of lateness, and any other record which will be relevant to the nursery, primary and secondary levels to have a face to face meeting with the parents and students on an individual basis.

The records must be available for parents/guardians to scrutinize.

**The staff of the Practical Instruction Centre must join the feeder school on the designated days for the parent conference.**

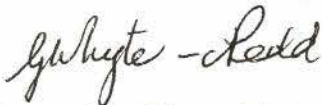
In the event that a teacher cannot attend a specific parent conference/meeting, an arrangement must be made for another meeting. The new date must be clearly communicated to the parent/guardian in good time.

It is believed that there are a number of desirable outcomes which can emanate from such an intervention. These include timely parent support in their children's learning, student motivation to be "on task" and the much needed collaboration between teachers and parents.

This circular takes immediate effect.

Kindly bring the contents of this circular to the attention of all members of staff, Parent-Teacher Associations, Board of Governors, and student bodies.

Your members of staff must affix their signatures and the date as requested for each circular.



*Genevieve Whyte-Nedd*

- c. Permanent Secretary  
Regional Executive Officers  
Region #1 – 10  
Secretary, Teaching Service Commission  
General Secretary, Guyana Teachers' Union
- For Information**  
Minister of Education