

GUYANA

MINISTRY OF EDUCATION

CIRCULAR NO. 4/2005

REF. NO. ED: 1/1/8

FROM: Chief Education Officer

TO: Deputy Chief Education Officers
Assistant Chief Education Officers
Senior Education Officers
Heads of Education Departments
Headteachers of Nursery, Primary and
Secondary Schools and Principals of Practical
Instruction Centres
Principal of Post-Secondary Institutions

DATE: March 24, 2005

SUBJECT: Preparation of Lesson Plans

Circular # 8/2001 dated 2001-05-09 advised on the preparation of yearly schemes, termly schemes and lesson plans. However, the reports from the Inspectorate Unit have informed that teachers are, in the main, not preparing 'lesson plans'.

This circular seeks to remind all School Administrators and Teachers/Lecturers that preparation of 'lesson plans' is not optional and the prescribed format must be adhered to. The absence of Lesson plans is a clear indication of unpreparedness to teach. It also speaks to the quality of administration at the level of the school and the level of the Education Departments. The school administrator will be asked to account when members of staff are unable to produce lesson plans on request.

By a copy of this circular, the Teaching Service Commission is advised of the Ministry's firm position on this issue.

Heads of Education Departments are to ensure that this circular is brought to the attention of all Administrators and Teachers/Lecturers .



Ed Caesar

For Information

Minister of Education

Adviser to Minister of Education

Chief Planning Officer

Copy: Permanent Secretary

Regional Chairman Region # 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Regional Executive Officer – Region # 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Chairperson, Education Committee – Region # 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Human Resource Officer

Secretary, Teaching Service Commission

General Secretary, Guyana Teachers' Union