



Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

GUIDELINES FOR THE RE-OPENING OF SCHOOL

RESPONSIBILITIES OF TEACHERS

- MAINTAIN STUDENT ATTENDANCE RECORDS WHICH SHOULD BE SUBMITTED TO PRINCIPALS ON A DAILY BASIS
- PRODUCE LEARNING PACKAGES (VIA FLASH DRIVE/PAPER) FOR COLLECTION FROM SCHOOLS FOR STUDENTS WHO CANNOT ACCESS THE ONLINE ENVIRONMENT
- FORMULATE SEPARATE INSTRUCTIONAL PACKAGES FOR CHILDREN WITH DEVELOPMENTAL DELAYS
- DESIGN ASSIGNMENTS FOR STUDENTS' COMPLETION AND SUBMISSION
- PROVIDE FEEDBACK TO STUDENTS, PARENTS AND PRINCIPALS ON STUDENTS' PROGRESS OR SHOULD ANY ISSUES ARISE
- BE ACCESSIBLE, WHERE POSSIBLE, FOR QUESTIONS, QUERIES OR SUPPORT TO PARENTS
- ENSURE THE CURRICULUM IS DELIVERED TO ALL ASSIGNED STUDENTS

**FOR THE COMPLETE
GUIDELINES FOR THE RE-OPENING OF SCHOOLS VISIT:
[HTTPS://WWW.MOE.GOV.TT/GUIDELINES-FOR-OPERATIONS/](https://www.moe.gov.tt/guidelines-for-operations/)**



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RESPONSIBILITIES OF PARENTS

- ENSURE THAT CHILDREN DRESS AND BEHAVE APPROPRIATELY IN THE ONLINE ENVIRONMENT
- PROVIDE AN ENVIRONMENT THAT IS CONDUCIVE TO THE TEACHING AND LEARNING PROCESS FOR THE STUDENT'S MAXIMUM BENEFIT.
- ENSURE THAT ALL ASSIGNMENTS ARE COMPLETED BY THE STUDENTS IN A TIMELY MANNER
- ENSURE THAT CHILDREN ARE FULLY ENGAGED IN THE TEACHING AND LEARNING EXERCISES
- VISIT THE MINISTRY'S DIGITAL MEDIA PLATFORMS TO KEEP ABREAST OF THE RANGE OF LEARNING RESOURCES AVAILABLE TO STUDENTS AND ENSURE THAT STUDENTS MAKE USE OF THEM DURING THE SCHOOL TERM
- UTILISE THE SERVICES AVAILABLE FROM THE SCHOOL GUIDANCE OFFICERS AND SCHOOL SOCIAL WORKERS
- CONTACT TEACHERS TO OBTAIN REGULAR FEEDBACK ABOUT YOUR CHILD'S PERFORMANCE AND LEVEL OF ENGAGEMENT
- PROVIDE FEEDBACK REGARDING THE TEACHING AND LEARNING PROCESS TO YOUR EDUCATION DISTRICT OFFICE IF YOU ARE EXPERIENCING DIFFICULTY. FOR LOCATIONS AND EMAIL ADDRESSES VISIT:

[HTTPS://WWW.MOE.GOV.TT/ABOUT-US/](https://www.moe.gov.tt/about-us/)

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RESPONSIBILITIES OF SCHOOLS

- PROVIDE ALL PARENTS WITH A BOOKLIST
- PROVIDE ORIENTATION ACTIVITIES FOR PARENTS, STUDENTS AND TEACHERS WITH SPECIFIC ORIENTATION MANUAL/SESSIONS FOR FIRST TIME INTAKES AND THEIR PARENTS
- ESTABLISH PARENT/TEACHER COMMUNICATION VIA TELEPHONE/WHATSAPP/EMAIL WITH THE NECESSARY GUIDELINES FOR USE
- ENFORCE A STRICT, CASUAL YET PROFESSIONAL, DRESS CODE FOR STUDENTS AND TEACHERS PARTICIPATING IN THE ONLINE PLATFORM. THE USE OF SCHOOL UNIFORMS IS NOT MANDATORY UNLESS ADVISED OTHERWISE BY THE SCHOOL
- PROVIDE TIMETABLES FOR STUDENTS OUTLINING CLASS TIMES AND MODE OF DELIVERY AND MAKE SAME ACCESSIBLE TO PARENTS/GUARDIANS
- PROVIDE RESOURCES FOR SUCCESSFUL DELIVERY OF THE CURRICULUM BY ALL TEACHERS
- ENSURE THAT THE RESPONSIBILITY OF INSTRUCTION FOR EACH CLASS IS ASSIGNED TO A TEACHER
- INSTITUTE MONITORING ARRANGEMENTS FOR THE TEACHING AND LEARNING PROCESS
- FACILITATE END OF TERM REPORTS BASED ON CONTINUOUS ASSESSMENT
- SUSPEND PRACTICAL COMPONENTS OF CSEC, CAPE AND CVQ SUBJECTS FOR TERM I
- SCHEDULE DEPARTMENTAL AND SCHOOL BASED MANAGEMENT MEETINGS ONCE PER CYCLE, IN ADDITION TO MONTHLY STAFF MEETINGS

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