

MINISTRY OF EDUCATION

MEMO

FROM: Assistant Chief Education Officer (Technical)

TO: Regional Education Officers, Regions 1-10
Principal Education Officer, Georgetown
Headmasters/Headmistresses – Secondary Schools and Practical Instruction Centres

DATE: 2014 -02 -18

SUBJECT: Guidelines for the coordination of processes relating to Practical Instruction Centres and feeder schools

The above subject refers.

The Ministry of Education has received numerous reports, which have been validated during the recent visits to the Practical Instruction Centres, that the existing arrangements between the Practical Instruction Centres and their respective feeder schools are not effective. It was also observed that this untenable situation has resulted, primarily, due to a lack of proper supervision and enforcement of regulations set-out by the Ministry of Education. In order to address this and other problems the following guidelines are issued:

Timetabling:

- 1) It was noted that some schools have changed their opening and closing time, hence creating a difficult situation as it relates to synchronizing time-tables. The Ministry of Education policy should therefore be observed henceforth. Any such change(s) should first receive the written approval of the CEO.
- 2) Through the Department of Education and in collaboration with the feeder schools the PICs should before the end of the third term, develop a Master time-table. The feeder schools should then develop their respective school time-tables using the Master time-table.
- 3) Given the need for students to freshen-up after their practical sessions at the Practical Instruction Centres, time-tables should be prepared for these sessions to conclude just before lunch or at the end of the school day.

Teachers accompanying students

- 1) Students must, for all sessions, be accompanied to the Practical Instruction Centres by the class/subject teacher or any other teacher so designated by the Headteacher of the feeder school.
- 2) The Headteacher of each Practical Instruction Centres must keep a teacher's register; where the accompanying teachers must enter his/her times of arrival and departure.

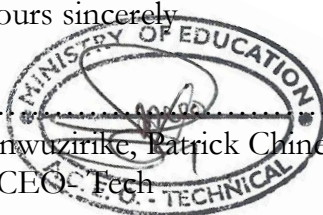
- 3) A daily report of teachers (accompanying) attendance must be submitted to the Department of Education on a monthly basis, with copies sent to the Headteacher of the feeder schools.
- 4) The Teachers of the Practical Instruction Centres must attend to the feeders schools' Parent-Teachers Association meetings and Parent-Teacher Conferences.

Student's attendance:

- 1) At the beginning of each academic year, and through the Department of Education the feeder schools must send a list of students to the Practical Instruction Centres. This list should specify the names, classes, subject (s), days and times each student is expected to attend classes at the Practical Instruction Centres.
- 2) Every teacher of the PICs **must** keep an updated record of each student's attendance and performance.
- 3) A daily register of students must also be kept by the accompanying teacher and he/she must ensure that this register is submitted, daily, to the Headteacher of the feeder school.
- 4) It is the responsibility of both the Practical Instruction Centre teacher and the accompanying teacher to ensure that every student under their care is at all times engaged and supervised.

Yours sincerely

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Cc: Chief Education Officer

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