

PARVATI GIRLS' HINDU COLLEGE



S.D.M.S
Debe Main Road, Debe; Trinidad, West Indies
Tel. /Fax: 647-0007
ParvatiGirls.sec@fac.edu.tt

9th October 2020

Dear Parents and Students,

I take this opportunity to welcome all of you to the start of the new academic year 2020-2021. Our school term commences with teaching and learning from **Wednesday 21st October 2020 for all incoming Form ONE students**. As you are aware, we are restricted due to the current COVID-19 Pandemic from delivering the curriculum to our students in the traditional mode due to the closure of schools to students. However we have been using electronic means to deliver the curriculum and will continue to do so in for the rest of term. In order for the delivery of the curriculum to be a success, ALL students must have a functional email address which bears the student's correct name, an electronic device and internet connectivity. Form teachers and subject teachers will organize to assist your daughters with joining classes. We will be communicating with all parents via email and SMS so please ensure that you provide us with functioning cell phone numbers and email addresses. Under the instructions and guidance of the Ministry of Education, the approach will be in keeping with the model of online teaching and learning as outlined by the Ministry of Education. Our classes will commence each day from 8.30 am to 2.30 pm and the class timetable will be given out by FORM TEACHERS. Students are required to organize themselves to commence classes at 8.30 am from Wednesday 21st October 2020. Student attendance will be taken by each subject teacher and this information has to be forwarded to the Ministry of Education at the end of each week. The success of our initiatives is however dependent not only on the efforts of the teachers but also on the commitment of Parents and students.

Dean, Form teachers, Principal and Vice Principal will be meeting on Tuesday 20th October in the AM with all of the incoming form ones and their parents at 9.00 Am for orientation and this will be done virtually via ZOOM. All classes for form ones will start on Wednesday 21st October 2020. Following the orientation, form teachers will meet once per week with their form classes on virtual platforms and students will be informed of the stipulated meeting days and times. In terms of the delivery of the curriculum, all teachers will be using two strategies;

1. Synchronous (virtual platforms such as Google meet, Microsoft teams, Zoom, Skype) to interact with the students and give explanations and instructions.
2. Asynchronous (communication techniques such as (Edmodo, what's app, email, Google tools) to assign homework, give assignments or instructions to students.
3. **(These platforms are for students only and not parents especially what's app. Parents, teachers will not be conducting any classes or posting assignments on platforms with parents).**

Our school has a Six Day timetable and the first day of classes (21st October) will be DAY 1. Based on the school's timetable, there are eight periods however teachers will be working with **contact teaching hours rather than periods**. This means that for example if a class has a double period for a particular subject that double period will be used for interactive teaching at 45 minutes maximum and where there is a single period that period will be used for activities, assignments and other work. In the case of those classes and subjects where there are triple periods, the teacher will use a minimum of 60 minutes for interactive teaching and the rest for written work. **Parents are advised that because we are using contact teaching time approach, students may have between 4 to 5 classes per day as opposed to 8 periods.** In order to allow for students to be logged on from class to class and teacher to teacher we have to allow for time in between periods to facilitate the transition. **Parents are asked to please refrain from contacting teachers at irregular hours and on weekends on their personal phone numbers and especially on what's app.**

In closing, we will be engaging parents soon for Parent/ Teacher meeting on virtual platforms after students have settled into school so we can work in the interest of your daughters. **In closing, I wish to emphasize the responsibility of ALL parents in ensuring that your daughter is engaged in all of her classes, completes all of the assignments given and is placed in a routine for learning.** For too long our students' routine have been disrupted and we need to work together to restore some sort of normalcy. We have no idea when our children can return to school and the possibility of next term is also uncertain. Hence parents your role is critical in assisting us in facilitating the delivery of the curriculum and your daughter's resumption of schooling. Please reach out to us if you are experiencing any challenges as we remain committed to the delivery of the curriculum and your daughter's education. I know that the new normal and ways of teaching and learning will bring some challenges but together we can provide the necessary support to our students. My best wishes to all of you and I look forward to working with you and our students.

Yours respectfully,



Sharda Maharaj-Ramjattan

Principal (Secondary)