

Circular Memorandum No. 64

FROM: Permanent Secretary
Ministry of Education

TO: Principals of all Government and Government Assisted Secondary Schools
School Supervisors III
Curriculum Officers
Staff of the Student Support Services Division
Heads of Divisions and Units

DATE: November 28, 2011

SUBJECT: **Workshop for Principals of all Government and Government Assisted Secondary Schools**

The Minister of Education, the Honourable Dr. Tim Gopeesingh extends an invitation to Principals of all Government and Government Assisted Secondary Schools to attend an all-day workshop. Details are as follows:-

DATE: Tuesday December 6, 2011

TIME: 8:00a.m. – 4:00p.m.
(Registration begins at 7:30a.m.)

VENUE: Crowne Plaza Hotel, Wrightson Road, Port of Spain

The Minister of Education in his thrust to transform the education system in accordance with the major goals presented in the Strategy Report invites you to review the Report, which can be found on the Ministry's Website at www.moe.gov.tt.

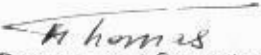
Please note the following are among the topics identified for discussion at the Workshop:-

- i. The Strategic Direction of the Ministry of Education;
- ii. The challenges to effective internal management;
- iii. Academic performance of schools; and
- iv. Volunteerism within the school system.

Principals are also asked to complete the questionnaire titled: FA04 Annual Statistical Return and return via email to edustats@gov.tt or present the completed questionnaire at the Workshop.

Principals are to note that attendance is mandatory.

Thanks for your cooperation.


Permanent Secretary
Ministry of Education
Permanent Secretary (A.S.)
Ministry of Education