



Presentation College Chaguana

Corner Yves & Rene Streets

Chaguana

Trinidad, West Indies

Tel/Fax: (868) 665-5752 pccadmin@pcctt.org Website: <http://pcc.edu.tt>

Dear Parents/Guardians

Re: Revised Timetable for Forms 1-6 effective February 7th 2022.

After much discussion concerning the physical return of Forms 1-3 students on Monday February 7th we have developed the following timetable. It aims to satisfy the Ministry of Education's mandate, maximize contact time and uphold the required safety protocol of 3 feet distancing.

The Ministry of Education presented schools with four (4) models that were intended to guide school operations. Model C best fits our needs.

- **MODEL C** (5 or 7 year schools with large student populations): - Each Forms 1-5/6 class is divided into 2 groups (Groups A & B) which attend school physically on alternate days such that all students attend school, at minimum:
 - 5 days in a 10 day cycle
 - 2 days weekly

(Taken from "Guidelines for the Reopening of Schools PHASE 3 Term 2 2021/2022").

Please take note of our school operations as of February 7th 2022.

- All classes will be divided into two groups of students A and B.
- Forms 1-3 – Groups A and B will alternate by attending physically according to table below.

FORM	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
1	A	B	A	B	A	B	A	B	A	B
2	A	B	A	B	A	B	A	B	A	B
3	A	B	A	B	A	B	A	B	A	B

- To maximize physical contact time with teachers it was not possible to follow an alternative A/B sequence every other day for Forms 4, 5 and 6's. So attention must be paid to the sequence for the physically classes according to the table below.

FORM	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
4	A	B	B	A	B	A	A	B	A	B
5	A	B	A	B	A	B	A	B	A	B
L6	A	B	B	B	A	A	B	A	A	B
U6	A	B	B	B	A	A	B	A	A	B

- Most teachers have agreed to livestream their physical classes to students who are scheduled to be at home on any given day. A few may post asynchronous work as was recommended by the Ministry of Education.
- Parents/Guardians are therefore responsible to ensure that the students who are at home log in to the classes as timetabled. Please ensure that students who are timetabled to be in school attend school. Students will be marked absent on the Ministry’s student attendance register if they are absent from physical classes when they are scheduled to be in school.
- Punctuality and Regularity will be recorded.
- All safety protocols that were previously mentioned must be adhered to with special emphasis on the following:
 - If any members of the household have flu-like symptoms, the student should stay away from physical class, even if asymptomatic.
 - Additionally, if someone in the house is in quarantine, then according to the new Ministry of Health guidelines, everyone in the house (including the student) are in quarantine. They would need to respect the quarantine orders.
 - In both cases the parent should inform the Form Teacher and Dean.
- All students are required to adhere to the school dress code. Deans should be appraised of any reasons for deviations via a letter from parents.
- The Café will be open to provide light refreshments.

Please take note of the following daily schedule as there has been some significant changes in class times.

Students are expected to be in school by 7:55AM

Appendix II

Daily Class Times	
8:00AM – 8:10AM	Morning Assembly
8:10AM – 9:25AM	Session 1
9:25AM – 9:35AM	Break
9:35AM – 10:50AM	Session 2
10:50AM – 11:50AM	Lunch
11:50AM – 1:05PM	Session 3
1:05PM – 1:15PM	Break
1:15PM – 2:30PM	Session 4

**PLEASE NOTE MONDAY 7th FEBRUARY 2022, WOULD FOLLOW A DAY 6
TIMETABLE (since the timetable cannot be interrupted).**

Respectfully
Brian Seemungal
Principal (Ag, Secondary)