



DEPARTMENT OF EDUCATION
Office of the Secretary

SECRETARY'S CIRCULAR INSTRUCTION NO: 4 OF 2020

DATE: 23 April, 2020

FILE: CM2-4-2

**TO: ALL SCHOOLS
ALL TEACHERS
EDUCATION AUTHORITIES
ALL NATIONAL AND PROVINCIAL EDUCATION
OFFICIALS**

**SUBJECT: (1) INSTRUCTIONS TO RECOVER LOST
INSTRUCTION HOURS - DURING COVID 19
STATE OF EMERGENCY; AND**

**(2) CLARIFICATIONS ON EDUCATION CALENDAR &
TERM DATES**

1. AUTHORITY

The Authority of this Secretary's Circular Instruction(SCI) is Section 28 of the Education Act 1983 (Consolidated to No. 13 of 1995). This SCI is to be read in conjunction with the Ministerial Policy Statement No.4 of 2020.

2. APPLICATION

This Circular Instruction applies to all schools operating under the National Education System, and permitted schools providing education in the general education sector and shall be applied as of Monday 27 April 2020.

3. PURPOSE

The purpose of this Secretary's Circular Instruction is to inform authorities of all schools and institutions operating within the National Education System, permitted schools and private schools on the new term dates, holidays and other critical events such as examinations and the strategies

Pto recover lost instructional hours due to the suspension of schools as a result of COVID -19 Pandemic.

4. INSTRUCTIONS

4.1. RESUMPTION OF CLASSES

(a) School Resumption Dates; Teachers will resume for Term 2 on Monday 27th April, 2020 and the students will start classes on Monday, 4th May 2020.

(b) Teaching, learning and internal assessments shall continue from week 7 of Term 1.

4.2. RECOVERY STRATEGIES FOR LOST ACADEMIC HOURS

Due to the current SOE to contain the spread of COVID-19, we have lost 5 weeks of effective teaching and learning (4 weeks in Term 1 and 1 week in Term 2). The following instructions are to be followed to recover the lost instruction hours and to complete the 2020 academic year:

Instruction 1	Teachers resume on 27/04/2020, and prepare for classes to resume on 04/05/2020.
Instruction 2	Term 2 classes start on 04/05/2020 and end on 10/07/2020. Term 3 will start as per the Education Calendar on Monday 20/07/2020.
Instruction 3	We will maintain normal 5 days of school per week.
Instruction 4	We will recover 1 week by reducing Term 2 holidays from 2 weeks to only 1 week of holidays from Monday 13/07/2020 to Friday 17/07/2020
Instruction 5	We will recover the other 4 weeks by adding 2 lesson period to the normal Monday, Wednesday and Friday lesson periods and add 1 period added to Tuesday and Thursday each week. For example, in high schools – there will be 8 additional periods each week or equivalent to gaining 1 additional day each week. Hence, in Terms 2 and 3 – we will gain 19 days or about 4 weeks.
Instruction 6	The SOE/suspension of classes started at the end of week 6 of Term 1. So, all schools will resume teaching and assessment programs from week 7 of Term 1 and cover all

	lost instruction hours before the last day of Term 3.
Instruction 7	Schools are instructed to manage the internal school timetable and where necessary provide extra work for students.
Instruction 8	All lost hours must be recovered before the end of Term 3, so students have learnt all required units of work and are ready for national examinations in October – Term 4
Instruction 9	The Lower Secondary (Grade 10 Written Expression) Examination was scheduled for Thursday 04/06/2020 will now be deferred to Thursday 18/06/2020. All other national examination dates will remain unchanged.
Instruction 10	Internal school assessment schedules should be revised and completed by term dates stated above;
Instruction 11	The 2020 NIST week (during Term 2 holidays) is cancelled to recover 1 week, but schools are encouraged to develop and promote ongoing school-based in-service training throughout the year.

5. CONCLUSION

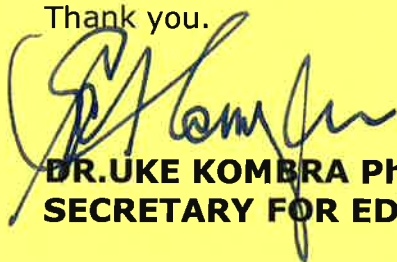
I thank and encourage you all to support our students to recover all units of work for the completion of the academic year. We have confidence in our school administrators and teachers' leadership.

Let us also take all necessary measures to prevent and control the Corona virus in our schools. This will be elaborated in Secretary's Circular Instruction No.5 of 2020.

Inspectors are instructed to guide all schools and monitor the compliance of these instructions.

May God guard and guide us through this challenging period.

Thank you.


DR. UKE KOMBRA Ph.D.
SECRETARY FOR EDUCATION

