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LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: OPS/08/2007

From: Mr George Borg, Network Co-ordinator

To: All Heads of State Schools

Subject: Lesson Planning for Special Needs Students

Date: 31st January 2007

Heads of School are to ensure that facilitators** are given access by class/subject teachers to Schemes of Work of the current term and to forecast of work for the week. Other necessary information and details such as page numbers from text book/s to be used, handouts, and other relevant material being used in the lessons is to be forwarded to facilitators. It is imperative that facilitators have such information so as to prepare the necessary resources and adaptations needed for the lesson/s which s/he will be supporting the student/s in.

Once again teachers are reminded that they are ultimately responsible for ALL students in their class, including students with a statement. It is therefore recommended that whenever possible teachers and facilitators discuss and plan for the week.

Alfred Mallia
Director Operations

** The grade of Facilitator, K.A. (Spec. Educ), Part time K.A. (Spec. Educ) and Supply K.A., Supply Learning Support Assistants mentioned above are being referred to as 'facilitators'.