

**Ministry of Education**

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**Ministère de l'Éducation**

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**RMM: 17**

**MEMORANDUM TO:** Directors of Education  
Secretary-Treasurers of School Authorities and Supervisory Officers

**FROM:** Joan Fullerton  
Regional Manager

**DATE:** November 17, 2009

**SUBJECT:** **Training sessions for the Revised Grades 1-8 Health and Physical Education Curriculum Policy**

This memorandum is to provide you with information about the regional implementation training sessions (Part III) for the revised Health and Physical Education, Grades 1-8 curriculum policy document to be implemented beginning September 1, 2010.

The training sessions for the Barrie region are as follows:

<b>February 23 &amp; 24, 2010</b>	<b>February 25 &amp; 26, 2010</b>
<p><b>DAY 1:</b> 9:30 a.m.-4:30 p.m. <b>DAY 2:</b> 8:00 a.m.-3:00 p.m.</p>	<p><b>DAY 1:</b> 9:30 a.m.-4:30 p.m. <b>DAY 2:</b> 8:00 a.m.-3:00 p.m.</p>
<p>Lions Gate Banquet Hall 386 Blake Street, Barrie</p>	<p>Lions Gate Banquet Hall 386 Blake Street, Barrie</p>
<p>Bluewater DSB Bruce-Grey CDSB Simcoe County DSB Simcoe Muskoka CDSB York Region DSB York Catholic DSB Penetanguishene PSSB</p>	<p>Durham DSB Durham CDSB Kawartha Pine Ridge DSB PVNC CDSB Trillium Lakelands DSB Campbell Children's School Authority</p>

Each two day session will be delivered by the ministry curriculum project lead. Participants will be provided with training materials for use in board training sessions. Note different times for Day 1 and Day 2. We have planned for a later start/later end on Day 1 to allow for travel in the morning if required and an earlier start/earlier end on Day 2 to allow for participants to get away in time to travel home.

Each training session will focus on:

- an overview of the changes in the revised curriculum policy documents;
- implementation of the curriculum within the context of a healthy school;
- considerations for program planning in the revised front matter including discussion of strategies for supporting teachers with topics that may be challenging to teach;
- an overview of key messages in assessment and evaluation.

The sessions will include time for boards to work together as a team with local health unit representatives to plan for implementation.

District school boards are invited to send up to seven (7) participants for this training. It is recommended that the team of seven, wherever possible, be the same people who participated in the web-based Part I and Part II training sessions, including:

- one board representative (consultant/coordinator),
- one administrator,
- one representative with special education expertise, and
- 4 classroom teachers (representing a combination of primary, junior, intermediate divisions and both generalist and specialist teachers where possible).

In order to be able to make the most effective use of the face-to-face time in the training session, it is recommended that those members of the school board team who were not able to participate in the Adobe Connect training session (Part I) for the revised Health and Physical Education, Grades 1-8 curriculum will view the online recording of the Part I training session. In addition, it is recommended that all team members review the pre-recorded Part II training session before coming to the face-to-face training session. Curriculum Services Canada (CSC) will send information and links to these two recordings to your school board's designated contact person for the Adobe Connect training session to share with their team. You may also obtain the link for the recordings of the web conferences from CSC by contacting Aarthi Vig at [AVig@curriculum.org](mailto:AVig@curriculum.org) or by phone at 416-591-1576 x231 after December 1, 2009.

Each school authority that has an elementary program and each faculty of education are invited to send a representative to one of the regional implementation training sessions (Part III).

***Note: To assist with local planning, where possible, it would be helpful if at least two members of the school board team, as well as the school authority and faculty of education representatives, could bring laptop computers to the training session.***

The Ministry of Education will provide copies of the revised curriculum policy documents for the training session.

In addition, the ministry will reimburse participants for the cost of:

- Travel (at the rate of \$.40 per kilometre). Expense guidelines are attached. Participants are advised to make the most economical arrangements possible when traveling;
- Hotel accommodation if necessary (for participants travelling **100 kilometres or more one way from the site, as calculated by using Mapquest from the home address to the location of the training session**);
- For those requiring accommodation, one supper meal for the night of accommodation (\$20.00 per meal). Breakfast and lunch will be provided during the training session for all participants;
- Supply teacher coverage, where required to cover classroom teachers, is at the board's per diem rate.

Attached to this memorandum is a registration form (Appendix A), as well as an expense form template (Appendix B) that is to be completed separately by the board, for the training session. On the registration form, please identify your board's contact person for the training session and enter the names of your representatives who will attend the training. The registration forms are to be returned to the Barrie Regional Office no later than **December 16, 2009**, to the attention of Bob Stones, Education Officer.

After the training session has been completed, please have your board's contact person complete the expense claim for the training session. Each completed claim form **must** be attached to an official board numbered invoice for the individual training session. The invoice must include the following information:

- the name and dates of the training session
- location of the session
- total invoice amount for the session (details attached)

The invoice should be signed by an official of the board. All information must be completed on the expense claim form attached to this memorandum.

Please forward a hard copy of the completed invoices and expense claims for the training session to the attention of Bob Stones, Barrie Regional Office no later than **March 26, 2010**. If you require further information or clarification, please contact Bob Stones, Education Officer, at 705-725-7156 or 1-866-632-1602 or by email at [Robert.Stones@ontario.ca](mailto:Robert.Stones@ontario.ca).

Your continued co-operation and support is appreciated as we move together in implementing the revised Ontario Curriculum.



Joan Fullerton  
Regional Manager

Attachments