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Memorandum To: Directors of Education
Secretary-Treasurers and Supervisory Officers of School Authorities

From: Sue Durst
Director
Curriculum and Assessment Policy Branch

Date: October 5, 2009

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

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

Implementation training will occur in **three parts** with one *live* online Adobe Connect training session (Part I), one *pre-recorded* online session (Part II) and one two-day *face-to-face* regional training session (Part III). Board teams are invited to attend these sessions in preparation for implementation of the curriculum policy document at the local levels.

Training Session Part I

Adobe Connect is software that provides online web conferences and multi-person online meeting rooms. We are using this software to conduct on-line training sessions in our own virtual conference space. By using this technology to hold the first two parts of the training sessions, we will be able to make more effective use of time in the face-to-face sessions to more deeply explore some of the major revisions to the revised Health and Physical Education, Grades 1-8 curriculum policy document. Training Session Part I will be a live Adobe Connect session where participants will choose one time slot to participate. Attached to this memorandum (Appendix A) are details regarding selection of school board teams and the session selection as well as a link to an online registration form for the session.

Each district school board is being given **one connection or "one seat"** to take part in the live Adobe Connect training session. This means that all team members participating in the session must sign in to the session at the same location from one computer. Please note that in order to access the audio portion of the conference you will need a telephone connection. Where a group of participants are involved, there should be speaker phone capability.

The online registration opened on September 28 and the form should be filled out by only one person at each board. Once the board contact person completes the form on behalf of the team, they will receive further instructions about preparation for the Adobe Connect session.

A variety of times are available so that board teams can select **one session** at the most convenient time. Board contact people are asked to make arrangements for their implementation team to participate in the selected training session together so that as many members of the team as possible can take part. Reimbursement for expenses for travel and/or occasional teacher coverage is

not available for the Adobe Connect session. It may not be possible for all team members to attend the live Adobe Connect sessions. Boards may choose to designate a few team members to participate. For those unable to attend the live session, a recording of the session will be available afterwards. Information and a link to this recording will be sent to board contacts to share with their team. It is expected that any team members who are not able to attend the live Adobe Connect session will review the recording of the session before attending the face-to-face regional training sessions.

A limited number of connections are available for each live Adobe Connect session. Sessions will be filled on a first-come, first-serve basis. If a board signs up for a session that is full, they will be contacted regarding selection of an alternate.

The online registration form for the **Adobe Connect Training Session Part I** should be completed by **Friday, October 30, 2009**.

After submission of your registration form for the Adobe Connect training session, the board contact person should get in touch with Curriculum Services Canada (CSC) to participate in a mandatory technical run-through prior to the team's virtual session. This is to ensure that your computer is compatible with the web conferencing environment and to explain the features that will be used during the actual session. Contact information for Curriculum Services will be provided to you online upon submitting your registration form.

Training Session Part II

The second Adobe Connect session (Part II) will be a pre-recorded session where a link will be shared and board team members can access this session at any time. It is expected that board team members will review the recording of the session before attending the face-to-face regional training sessions.

Training Session Part III

Appendix A also includes dates for Training Session Part III which will be held later in the school year. We are providing these dates in order to secure them in your calendars and to allow you lead time to plan for local board follow up and training to support the implementation of this curriculum policy document. Information regarding the face-to-face regional training sessions (Part III) will be sent from the regional offices later in the fall 2009.

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

Sincerely,

Original Signed By:

Sue Durst

Encl.

cc: K. Rankin, Director, FSB
A. Bigwin, Director, AEO
B. Davies, Director, PSB
Regional Managers

Appendix A

Health and Physical Education, Grades 1-8

There are **three parts** to the Implementation Training for the revised Health and Physical Education, Grades 1-8 curriculum. Part I is a live Adobe Connect session which will happen online as a web conference. Part II is a pre-recorded Adobe Connect session. A link will be provided to this session which participants may access at any time. Part III is a two-day face-to-face regional training session.

District School Boards are asked to identify representatives who will be able to participate in **all three parts** of the training. As noted in the attached memo, for team members who are unable to participate live in the first Adobe Connect session, a recording of the session will be available for team members to view before coming to the face-to-face session. A link to this recording and the recording of the Part II training session will be included with registration information for Part III of the training.

Boards are invited to identify up to **seven (7)** participants for this training. It is recommended that the team of seven includes:

- 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).

Training Session Part I: The November 24 or 25 **Adobe Connect** online session will address:

- an overview of the curriculum review process;
- major changes in the revised curriculum;
- implementation plans.

Training Session Part II: The pre-recorded **Adobe Connect** online session will address:

- an overview of key messages in assessment and evaluation;
- pedagogical changes to the revised health and physical education curriculum;
- connections to healthy schools and healthy communities.

Training Session Part III: Details regarding the **face-to-face** regional training sessions will be sent to school boards from the regional offices later in the fall 2009. For planning purposes, please note the dates for the face to face sessions in the regions:

January 19 – 20	Ottawa
January 21 – 22	Kingston
January 26 – 27	Dryden
January 28 – 29	Thunder Bay
February 2 – 3	Sudbury
February 4 – 5	North Bay
February 9 – 10	Stoney Creek
February 11 – 12	London
February 16 – 17	GTA
February 18 – 19	GTA
February 23 – 24	Barrie
February 25 – 26	Barrie

**Health and Physical Education, Grades 1-8, Revised
Registration Information for Training Session: Part I**

Training Session Part I (Adobe Connect Online Training)

Session Dates and Times (select ONE):

Tuesday November 24, 7:30 a.m. – 8:30 a.m.

Tuesday November 24, 9:00 a.m. – 10:00 a.m.

Tuesday November 24, 11:30 a.m. – 12:30 p.m.

Wednesday November 25, 12:30 p.m. – 1:30 p.m.

Wednesday November 25, 4:00 p.m. – 5:00 p.m.

To register, please have the board contact person complete the online registration form on behalf of the full team at:

http://www.curriculum.org/csc/register_healthphysed.adp

After completing your registration, you will receive an automated email providing you with contact information for Curriculum Services Canada (CSC). Please contact CSC to arrange a mandatory technical run-through prior to your session.

Log-in Instructions for the Adobe Connect session for which you have registered will be sent to you two business days prior to the web conference.

The deadline for registration is **Friday, October 30th, 2009**.