



Department of Education Services

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice – 2017

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1. About: The Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information; to help you find the documents you are looking for.

This publication scheme commits the Department of Education Services to making information available to the public as part of its normal business activities.

The Department of Education Services will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Education Services will not publish:

- information in draft form;
- information that is not held by the Department of Education Services, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Education Services (or another organization's) commercial interests, or endanger the protection of the environment. (Dept. of Education Services holds a great deal of personal information about individuals which may be protected under this law).

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of Access

Information that is available under our publication scheme can be accessed by logging on to: www.des.gov.ky. If you are unable to locate the information that you are seeking on this site, kindly contact James T. Watler at: foi.des@gov.ky or contact Maria.Bodden@gov.ky if James Watler is out of Office.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on: www.des.gov.ky website and can be downloaded in PDF format.

If there is no link, or the link is unavailable, you can contact us at: foi.des@gov.ky if you are still having trouble locating information listed under our scheme, please contact James T. Watler or Maria Bodden at the Department of Education Services.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at: foi.des@gov.ky to request

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call James T. Watler at 945-1199 or direct line at 244-1841 or email us at: foi.des@gov.ky to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to: James T. Watler at foi.des@gov.ky or at 945-1199 or direct line at 244-1841.

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact James T. Watler at 945-1199 or direct line at 244-1841 or email us at: foi.des@gov.ky.

The Department of Education Services will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Education Services is legally required to translate any information, it will do so.

4. Fees and Charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Education Services strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the Department of Education Services offers for sale. This includes: Cayman Islands Social Studies Textbooks, Student Workbooks, Teacher's Manuals, Maps of the Cayman Islands, and the Children's National Festival of the Arts Coutts Collection Books. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department of Education Services will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Education Services has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Department of Education Services that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Manager James T. Watler at 945-1199 or direct line at 244-1841 or email at: foi.des@gov.ky

6. Complaints

The Department of Education Services aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact James T. Watler at 945-1199 or direct line at 244-1841 or email us at foi.des@gov.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from James T. Watler at 945-1199 or direct line at 244-1841 or email us at: foi.des@gov.ky at the Department of Education Services.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
3rd Floor, Anderson Square, Building
George Town, Grand Cayman

PO Box 1375,
Grand Cayman, KY1-1008,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: info@infocomm.ky

7. Categories of information

- About Us
- Administration
- Student Services
- Business Services
- Finance Unit
- Early Childhood Unit
- Curriculum Development
- Teaching and Learning
- Human Resources

ABOUT US

Ministry

The Department of Education Services operates under the Ministry of Education, Training and Employment.

Principal Officers are as follows:

Mrs. Lyneth Monteith

Acting Chief Education Officer

Mr. Wingrove Hunte

Head of Data Services, Testing and Exam

Mr. David Bodden

Facilities Manager

Mr. Mark Ray

Head of Business Services

Ms. Kimone Chambers

Liaison Accountant

Ms. Jenny Rivers

Procurement Officer

Mrs. Tammy Banks-Dacosta (Hopkins)

Senior School Improvement Officer – Cayman Brac & Little Cayman, – LESHs, C &SB Infant & Jr. Schools, WEPS, LCEC: Prospect Primary (PPS), GTPS, Cayman Islands Further Education Centre (CIFEC).

Mrs. Gloria Bell

Senior School Improvement Officer – CIHS, JGHS, SPS, Sir JACP, RBPS, EMMPS, EEPS, BTPS.

Mrs. Barbara Peace-Ebanks

Senior School Improvement Officer – SEN – Lighthouse School, All Special Needs throughout our Schools

Mr. James Truman Watler, M. Ed., JP

Senior Customer Service Manager/Information Officer/Head of Registration & Communication’s Officer

Physical Address

130 Thomas Russell Ave.,
Mailing Address
P.O. Box 910 GT, Grand Cayman KY1-1103,
Phone: 945-1199 Fax: 945-1457
Email: foi.des@gov.ky

Hours of Work: 8:30 a.m. – 5:00 p.m. Monday – Friday

Information manager

<p>James T. Watler, M. Ed. JP Senior Customer Service Manager/ Information Officer/Head of Registration & Communication’s Officer 130 Thomas Russell Ave. P.O. Box 910 GT Grand Cayman KY1-1103 CAYMAN ISLANDS Phone: 945-119 Direct Line : 244-1841 Email: james.watler@gov.ky</p>	<p>Maria Bodden Data & Records Officer, Information Manager (Designate) 130 Thomas Russell Ave. P.O. Box 910 GT Grand Cayman KY1-1103 CAYMAN ISLANDS Phone: 945-119 Direct Line : 244-1831 Email: maria.bodden@gov.ky</p>
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Organisation and functions – Our Mission

“The Mission of the Cayman Islands Government school system, as the embodiment of the distinctive ideals and values of the Caymanian people, is to develop the full and unique potential of all students, challenging them to assume a productive and fulfilling role in a stable multi-cultural society distinguished by rapid economic growth, through an educational system characterized by visionary leaders, caring and committed teachers, a responsible partnership with parents and the community, and a varied and relevant curriculum.”

Department of Education Services Contact Details

130 Thomas Russell Ave.
P.O. Box 910 GT
Grand Cayman KY1-1103
CAYMAN ISLANDS
Phone: 945-1199
Fax: 945-1457

Hours of Work: 8:30 a.m. – 5:00 p.m. Monday – Friday

Government Schools Information

CHHS: Ms. Pauline Beckford
Principal

JGHS: Mr. John Clark
Principal

LESHS: Mr. Adrian Jones
Principal

Secretary- Ms. Akira Spence
Clifton Hunter High School
P.O. Box 1809, GC KY1-1109

Pauline.Beckford@gov.ky
Tel: 949-9488
Fax: 949-9490

CIFEC: Mrs. Delores Thompson
Director
Secretary – Ms. Rochelle Terry
C.I, Further Education Centre
P.O. Box 1809, GC KY1-1109

dthompson@cifec.edu.ky
Tel: 949-3285/916 - 3485
Fax: 946-6876

LHS: Mr. Elroy Bryan
Principal
Sec: Ms. Amory Smith
Lighthouse School
P.O. Box 1834, GC KY1-1110

Elroy.Bryan@gov.ky
TEL: 947-5454
Cell: 916 - 7139
FAX: 947-5406

SPS: Mrs. Carol Nyack
Principal
Sec: Ms. Renee Rankin
Savannah Primary School
P.O. Box 435, GC KY1-1500

Carol.Nyack@gov.ky
TEL: 947-1344
FAX: 947-8871

EEPS: Ms. Allison Wallace
Principal
Sec: Ms. Ileea Moore
East End Primary School
General delivery EE GC KY1-1800

Allison.Wallace@gov.ky

Secretary – Ms. Patsy Jackson
Jon Gray High School
P.O. Box 1108, GC KY1-1102

Jon.Clark@gov.ky
TEL: 949-9444
CELL: 938-8537
FAX: 949-6871

JACPS: MR. Paul Samuel
Principal
Secretary – Ms. Melissa Smith
John A Cumber Primary School
P.O. Box 405 WB, GC KY1-1302

Paul.Samuel@gov.ky
TEL: 949-3314
Cell: 916 - 7584
FAX: 949-1096

RBPS: Mrs. Vickie Frederick
Principal
Sec: Ms. Beverly McLaughlin
Red Bay Primary School
P.O. Box 380, GC KY1-1502

Vickie.Frederick@gov.ky
TEL: 947-6333
FAX: 947-6642

BTPS: Mrs. June Elliott
Principal
Sec: Ms. Lisa Wood
Bodden Town Primary School
P.O. Box 50, GC KY1-1600

June.Elliott@gov.ky
TEL: 947-2288
FAX: 947-8870

SBPS: Ms. Claudette Lazzari
Principal
Sec: Amory Smith
Spot Ms. Bay Primary School
P.O. Box 142, Spot Bay, CB
KY2-2400

Claudette.Lazzari@gov.ky

Secretary- Ms. Cheryl Christian
Layman E. Scott Sr. High School
P.O. Box 251, CB KY2-2102

Adrian.Jones@gov.ky
TEL: 948-2226
FAX: 948-2254

GTPS: Ms. Marie Martin
Principal
Secretary - Ms. Fay Taylor
George Town Primary School
P.O. Box 1099, GC KY1-1102

Marie.Martin@gov.ky
TEL: 949-2689
FAX: 949-5596

PPS: Mr. Matthew Reid
Principal
Sec: Ms. Kathy Parchment
Prospect Primary School
P.O. Box 910, GC KY1-1103

Matthew.Reid@gov.ky
TEL: 947-8889
FAX: 947-2405

NSPS: Ms. Marcia Rennie
Acting Principal
Sec: Ms. Adira Kelly
North Side Primary School
GC KY1-1701

Marcia.Rennie@gov.ky
TEL: 947-9516
FAX: 947-8868

WEPS: Mrs. April Tibbetts
Principal
Sec: Natalya Bodden
West End Primary School
P.O. Box 104, CB KY2-2000

April.Tibbetts@gov.ky
TEL: 948-1425

TEL: 947-7428
FAX: 947-8869

TEL: 948-022
FAX: 948-0637

FAX: 948-1539

**CPS: Ms. Claudette Lazzari
Principal**
Sec.: Ms. Amory Smith
Creek Primary School
P.O. Box 03, Creek CB KY2-
2300

**LCS: Mrs. Veronica Juman-
Khan**
Sec: Ms. Carolyn Branch
Little Cayman Services
c/o TCCB, CB KY2-2300

**Dept. of Education Services
130 Thomas Russell Way**

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Mrs. Gloria Bell
**Senior School Improvement
Officer**
CHHS, JGHS, BTPS, SPS,
EMMPS, EEPS, Sr. JACP

**Mrs. Barbara Peace-
Ebanks**
**Senior School
Improvement Officer**
LHS, Student Services &
SEN

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Cell: 925 - 8641
FAX: 945 - 9244

**Barbara.Peace-
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TEL: 945-1199
FAX: 945 - 9244

Mrs. Tammy Banks-Dacosta
**Senior School Improvement
Officer**
Sec: Ms. Carolyn Branch
CBHS, SBPS, CPS, WEPS,
LCES; GTPS, PPS, CIFEC
P.O. Box 24, CB KY2-2301

**EARLY INTERVENTION
PROGRAMME**
TEL: 947-5454

**Tammy.Banks-
Dacosta@gov.ky**
TEL: 948-0356
FAX: 948-0381

Boards and committees

The Department of Education Services provides administrative support, technical support and advice to Education Council as required.

The granting of permits is not a function of the Department of Education Services. However, the Department of Education Services issues Temporary Teacher's Licences for six (6) months with a further six (6) months extension being considered for approval to teachers being employed in Private Schools. After these two (2) six (6) months periods, all completed applications with the required supporting documentation are submitted to the Education Council for approval.

Frequently asked questions

General Information:

School registration begins on the third week (3rd,) of April each year and runs for six (6) weeks. The Cayman Islands Education Law requires that every child must be enrolled in a registered primary school in September of the year in which his/her fifth (5th) birthday occurs.

Registration forms are available at the Cayman Brac Teachers' Centre, Government schools and the Department of Education Services (Reception Area Room 103). The completed registration form and all required documentation must be taken to the Department of Education Services (DES) Room 102 for processing and confirmation of school catchment area.

▪ **My child's 5th birthday is on November 14th. When should I register him/her?**

All children who are 5 years of age by September or those who will turn 5 before the following January 31st, must be registered by June 30th before their 5th birthday.

▪ **What documents will I need to complete the Registration process?**

The Parent must attach the following documents to the registration form:

- Copy of child's birth certificate
- Copy of child's immunization record
- Documentation of the child's immigration status – RS101 Immigration Form
- Caymanian or legal resident if the child is transferring from another school
- Copy of the last year's school report and in the case of a transfer to JGHS or GHHS a transcript from the last school attended
- Utility Bill – proof of place of residence

▪ **Does my child have to have a medical exam to enrol in school?**

Yes. In most instances, an appointment will be made for you with the Public Health nurse when you bring the completed registration form back or you may schedule your own appointment with a private doctor, but your child must have the examination before he or she is officially enrolled in school.

▪ **Can I choose the school that my child can attend?**

No. Your child must attend the school which is located in the catchment area where you live. Children may however, be registered in a different school if they have a sibling already enrolled in Years 1 – 6 provided there is space at that school. This will have to be approved by the school principal and the Department of Education Services.

- **Which schools are located in the various catchment areas?**

If your residence is located in catchment area #1 then, you must register your child for the school in catchment area #1. The catchment area for each primary school is as follows:

Catchment Area # 1:

John A. Cumber Primary School – Starts at the north of Government House to Spanish Bay Reef

Catchment Area # 2:

George Town Primary – Starts at the south side of Government House (the Governor's Residence) and runs all the way to Memorial Avenue, north along Walkers Road to Maple Road and east along Smith Road, north on Crew Road through the new junction on Industrial Park Road and then east on Owen Robert's Drive past the airport to North Sound.

Catchment Area # 3:

Red Bay Primary – Starts at the area on the south side of Memorial Avenue along Walker's Road to Maple Road, the south side of Smith Road, both sides of Crewe Road bordered by Owen Roberts to the North and South Sound to the south and bordered on the east at Achievement Centre in Red Bay.

Catchment Area # 4:

Savannah Primary School – Starts east of Spotts-Newlands Road to Beach Bay Road in Pedro.

Catchment Area #5:

Bodden Town Primary – Starts east of Beach Bay up to Breakers.

Catchment Area # 6:

East End Primary – All of East End and Colliers

Catchment Area # 7:

North Side Primary – All of Frank Sound onto Cayman Kai

Catchment Area # 8:

Prospect Primary – All areas east of the Achievement Centre in Red Bay, eastward to the west side of Spotts-Newlands Road (to include all Prospect Park, Patrick Island, Ocean Club, Cascades Drive and west side of Spotts-Newlands Road).

Catchment Area # 9

Cayman Brac and Little Cayman

West End Primary

Western end of Cayman Brac to Faith Hospital on the North side of the island and correspondingly across the island to the South coast

Creek Infant/Spot Bay Junior School

All areas East of Faith Hospital to the Eastern end of Cayman Brac.

Little Cayman Education Services

All of Little Cayman

- **What fee or fees must I pay when registering?**

Students who are Caymanians and those who possess Caymanian Status must pay the following book rental fees per year:

Years 1- 6 PRIMARY	As of 2008 (Fees Waived)
Years 7- 9 GHHS	As of 2008 (Fees Waived)
Years 10-12 JGHS	As of 2008 (Fees Waived)

Non-Caymanian students must pay school fees at the following rate per term (3 terms)

Years 1 - 6 PRIMARY	\$250.00
Years 7 - 9 SECONDARY	\$300.00
Years 10 - 12 SECONDARY	\$400.00

- **Where do I pay the fees?**

All fees must be paid at the Government Administration Building on the ground floor and for Cayman Brac and Little Cayman at the Cayman Brac Teachers' Centre. All fees must be paid before a child is officially registered. Students will not be enrolled in September unless all fees are paid.

- **When will I know that my child is officially registered?**

When all forms have been completed, medical examination completed and fees paid, you will receive communication from the school indicating that your child is registered and may enroll for September.

- **Where do I purchase school uniforms?**

Contact your principal or the school's Secretary for all information regarding uniforms.

STRATEGIC MANAGEMENT

The Department of Education Services carries out the Ministry's policies and directives at the organizational level; developing services, and; setting short, medium and long-term goals and objectives; evaluating the entities' overall performance and progress towards set targets/outcomes; managing programs to improve teaching and learning and ensure consistent delivery of services.

Governance

- Department of Education Services Education Law 1983 (Revised 2010)
- Personnel Management Revised Law, 2013 & Regulations 2016
- Freedom of Information Law 2007
- Freedom of Information Regulations 2008
- Immigration Law (2006 Revision) and Regulations
- Health Insurance Law (2005 Revision) and Regulations (2005 Revision)
- National Pensions Law (2000 Revision) and Regulations
- Customs Law (2007 Revision) and Regulations
- Environmental Health Laws and Regulations
- Children's Law
- Other Local Laws and Regulations

Corporate management

For information relating to the following documents kindly visit the following website: www.des.gov.ky. If you are unable to find the information that you are seeking kindly feel free in contacting James T. Watler at: foi@des.ky.

- Annual reports
- Audit reports on overall operations or major projects
- Compliance assessments; inspections; reviews; performance evaluations
- Statistics
- Risk management assessments

FINANCE & ADMINISTRATION

The Finance of the Department of Education Services is administered by the Accounts Sections in the Ministry of Education, Training and Employment Chief Finance Officer, Finance and Accounting Section. The function of this Section includes: the management of the Department's monetary resources; relationships with clients, the public and other government agencies. The Department of Education Services currently maintains a Liaison Accountant who assists the Department and its satellite schools with their Accounts.

Financial Management

The Ministry of Education is responsible for the collection of the following fees which is collected centrally down at the Ministry of Education Offices located in the Government Administration Building, **as currently no fees are collected here at the DOES:**

- School Fees
- Examination Fees
- Rental of Centres
- Transcripts

- Miscellaneous i.e. Social Studies Textbooks, Festival of the Arts Publications, etc

Administration

Documents relating to other administrative functions carried out within the Department of Education Services – including buildings, equipment & vehicles; communications; human resources; information & technology management can be accessed by logging on to: www.des.gov.ky, and if the information that you are seeking cannot be found on this site please e-mail James T. Watler at: foi@des.ky

POLICIES & PROCEDURES

- Strategic Plan for Education 2012-2017
- Cayman Islands National professional Standards for Teachers
- New Graduation Criteria for Government High Schools
- Cayman Islands Special Education Needs Code of Practice
- Curriculum Policy
- Donations Policy
- Early Admission to Government Schools
- Information and Communication Technology Integration Strategy
- Information and Communication Technology (ICT) Integration Policy
- National School Discipline and Student Behaviour Policy
- National School Misuse of Drugs Policy
- National Teaching and Learning Policy
- Policy on Use of Student Images
- Religious Instruction and Devotions during School Hours Policy
- School Starting Age for Reception and Year 1 in Government Schools
- School Uniform and Dress Code
- School-Age Pregnant and Parenting Young Persons
- Sex and Relationship Education
- Staff Information and Communication Technology (ICT) Use Policy
- Student Information and Communication Technology (ICT) Use
- Volunteers

DECISIONS & RECOMMENDATIONS

Information about proposals, assessments and results, including decision-making processes can be accessed by contacting the FOI Manager at. foi@des.ky

- Department's Education Leadership Meetings (ELF)
- Minutes of meetings
- Evaluation Procedures
- Assessment Criteria

OUR SERVICES

The Department of Education Services serves a small jurisdiction, which in some important aspects, is atypical of other jurisdictions in the Caribbean. Students are educated in pleasant, well-maintained schools where there are generally good facilities and more than adequate human and material resources. Schools have good student and Staff ratios, teachers, and

Department staff generally work hard and wherein schools provide an orderly environment within which teaching and learning can take place.

The Department of Education Services has overall responsibilities for the following:

The Cayman Islands Department of Education Services manages the provision of public education in the Cayman Islands. The DES operates learning facilities in all three islands, and has responsibility for 10 primary schools, 3 secondary schools, 1 further education centre, 1 special school and the education service provision in Little Cayman. Management of the public education system involves not only the direct teaching and learning services provided in schools but also a full range of support and business services to enable the operation of schools.

The Cayman Islands public school system is inclusive and comprehensive, providing services for the entire range of the school-aged population, including students with a wide range of learning challenges. Government schools within the Cayman Islands are well-resourced and staffed, with access to a wide range of teaching and learning materials, information and communications technology and specialist support. In addition to operating schools, the DES is also responsible for:

- Administering the provision of student support services which help address a wide variety of challenges faced by students, including but not limited to Occupational Therapy Services, Speech and Language Therapy Services, Educational Psychology Services, support for the Visually Impaired, Support for the Hearing Impaired and support for children with emotional and behavioural challenges.
- Administering the Special Needs Code of Practice which supports students with learning challenges.
- Operating the Early Intervention Programme to provide support for children with developmental difficulties aged birth – school entry age through interventions which aim to improve their developmental outcomes.
- Supporting a comprehensive Inclusion programme which supports children with emotional and behavioural challenges in accessing mainstream or alternative education services.
- Managing the transportation of nearly 4000 students on a daily basis.
- Maintaining facilities which are occupied on a daily basis by more than 5500 people.
- Providing centralized purchasing services to schools, including managing tenders for services and equipment.
- Monitoring and approving applications for home-schooling.
- Processing and managing teachers' licenses for approval by Education Council.
- Provision of testing services to support schools and the wider community through internal and external examination and assessment processes.
- Extensive data management and analysis services to support schools, inform DES and Ministry decision making, and enable the Cayman Islands to comply with national and international reporting requirements.

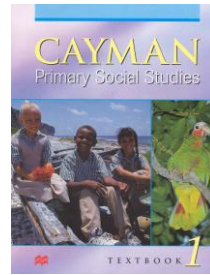
FORMS:

The following forms can be accessed by dropping by the Department of Education Services, or by calling the receptionist @ 945 – 1199 and request that the relevant form be faxed to you or by providing an e-mail address so that it can be sent to you via this means. In addition to this you may also access these forms via our web site at: www.des@gov.ky

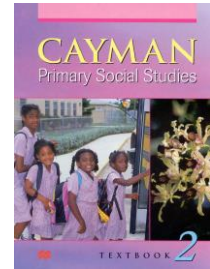
- *Parent Affidavit of Residency Form*
- *Government Schools Withdrawal Request Form*
- *Transcript Request Form*
- *Request for Release and Application for Transfer Form*
- *General Complaints Form*
- *Licence to Teach Form*
- *Student Registration Form*
- *Home Schooling Application Form*
- *Student Immigration Form (RS101)*
- *Application for the Registration of a Private School*
- *Home Schooling Approval Standards Form*
- *The Cayman Islands Government Job Placement Form*
- *Request for Release and Application for Transfer Form*
- *Pre-School Assistance Claims Form*
- *Request for Use of Facilities Form*
- *Employment Application Form*

List of Publications by the Department of Education Services that are for sale and can be purchased, likewise we also have corresponding Workbooks 1 – 6 that goes with this series.

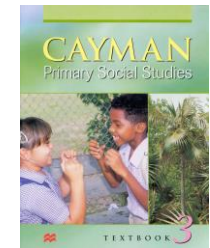
- *Cayman Primary Social Studies Textbook 1*



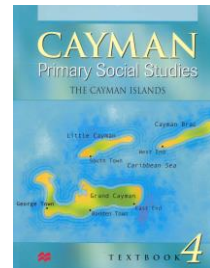
- *Cayman Primary Social Studies Textbook 2*



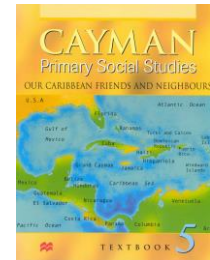
- *Cayman Primary Social Studies Textbook 3*



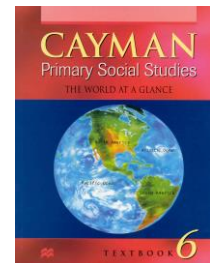
- *Cayman Primary Social Studies Textbook 4*



- *Cayman Primary Social Studies Textbook 5*



- *Cayman Primary Social Studies Textbook 6*



- *Cayman Primary Social Studies Workbook 1*
- *Cayman Primary Social Studies Workbook 2*
- *Cayman Primary Social Studies Workbook 3*
- *Cayman Primary Social Studies Workbook 4*
- *Cayman Primary Social Studies Workbook 5*
- *Cayman Primary Social Studies Workbook 6*
- *Cayman Islands Primary Social Studies Teacher's Guide 1 – 3*
- *Cayman Islands Primary Social Studies Teacher's Guide 4 – 6*
- *Curriculum Learning Outcomes*
- *National Curriculum*
- *The Profile of the Educated Caymanian*
- *IB Units of Enquiry*
- *Educated Caymanian www.buildingexcellencetogether.blogspot.com*
- *25th, National Children's Festival of the Arts 1982 – 2007*
- *The RBS Coutts Collection, Poems and Essays (1982 – 2008)*
- *The Best of 21 Festival of the Arts 1983 – 2004*
- *The Islands Time Forgot, Stories of the Cayman Islands*