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Marela House, 19 Thurston Street, Suva, Fiji Islands, Private Mail Bag, Government Buildings, Suva.  
Ph: (679) 3314477 Fax: (679) 3303511

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*Our Reference:* ESU M1/3

**CIRCULAR**

**From:** The Permanent Secretary for Education, Heritage and Arts

**To:** Divisional, District Offices and School Heads

**Ref:** MEHA CIRCULAR 74

**Date:** 8 October 2018

**SUBJECT:** ECE ENROLMENT 2019

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Dear Colleagues

- 1.0 I would like to remind you that the mandatory Term 3 **Student Free Days (SFD)** programme for all teachers is scheduled from the 23 – 24 August 2018.
- 2.0 Please find attached the materials for the professional development opportunities for teachers and to improve school planning and curriculum implementation as per below:
  1. SFD Term 3 Guidelines;
  2. SFD Term 3 Implementation Report;
  3. SFD Term 3 Feedback;
  4. SFD Term 3 Attendance register;
  5. Discipline Guideline;
  6. Learning & Development Guideline; and
  7. Work Unit Result.
- 3.0 It is the responsibility of the Head of School to organise and deliver the programme for their school. All teachers are required to attend the programme and sign in the attendance register to confirm their attendance.
- 4.0 At the end of the programme, Heads of Schools need to complete the feedback form, the implementation report and attendance register to their respective District Education Offices for recording and dispatch to the Learning and Development Section of the HR Department.
- 5.0 For further queries and clarification please contact the Manager Learning and Development, Mr Ranjish Raj or email [ranjish.raj01@govnet.gov.fj](mailto:ranjish.raj01@govnet.gov.fj)

Yours faithfully

**ALISON BURCHELL**  
Permanent Secretary