

## TIME TABLE 2023-2024

| MONDAY  | TUESDAY  | WEDNESDAY  | THURSDAY  |
|---|--|--|---|
| <b>ENGLISH A</b><br>(January Exam Group)<br>6:00-8:00<br>ONLINE | SOCIAL<br>STUDIES<br>5:30-7:30                       | MATH<br>GROUP B<br>5:30-7:30                       | INFORMATION<br>TECHNOLOGY<br>(Practical)<br>5:30-7:30 |
| OFFICE ADMINISTRATION<br>CHEMISTRY<br>5:30-7:30                 | INFORMATION<br>TECHNOLOGY<br>(Theory)<br>5:30-7:30   | ENGLISH A<br>GROUP B<br>5:30-7:30                  | PURE BIOLOGY<br>5:30-7:30                             |
| MATH<br>GROUP A<br>5:30-7:30                                    | P E & SPORTS<br>(Theory)<br>5:30-7:30                | PRINCIPLES<br>OF BUSINESS<br>5:30-7:30             | PRINCIPLES<br>OF ACCOUNTS<br>5:30-7:30                |
| CAPE<br>ACCOUNTS<br>5:30-7:30                                   | CAPE<br>TOURISM<br>5:30-7:30                         | FOOD &<br>NUTRITION<br>5:30-7:30                   | EDPM<br>5:30-7:30                                     |
| CAPE<br>CARIBBEAN STUDIES<br>5:30-7:30                          | <b>MATHS</b><br>(January Exam<br>Group)<br>5:30-7:30 | HUMAN & SOCIAL<br>BIOLOGY<br>5:30-7:30             | PE & SPORTS<br>(Practical)<br>5:30-7:30               |
| CAPE LAW<br>5:30-7:30   | PHYSICS<br>5:30-7:30                                 | CAPE<br>COMM.STUDIES<br>5:30-7:30                  | CAPE<br>SOCIOLOGY<br>5:30-7:30                        |
| CAPE<br>P E AND SPORTS<br>(Theory)<br>5:30-7:30                 | ENGLISH A<br>GROUP A<br>5:30-7:30                    | CAPE<br>P E AND SPORTS<br>(Practical)<br>5:30-7:30 |   |

PLEASE NOTE THAT YOU **MUST** ATTEND BOTH  
INFORMATION TECHNOLOGY CLASSES, HOWEVER YOU  
MUST CHOOSE **ONE** EVENING **ONLY** FOR  
ENGLISH AND **ONE ONLY** FOR MATHEMATICS.







Christ Church  
Foundation School  
**CONTINUING  
EDUCATION  
Programme**

**Success  
DAWN GRIFFITH**  
*PASSES IN MATHS AND OFFICE ADMINISTRATION*

The first female truck driver at Chickmont Foods Ltd. believes that you are never too old to learn. Her drive led her to re-educate herself to become more qualified. Dawn praises and thanks the teaching staff for helping her achieve her dream.

#### Contact Us

 246-367-8022/23
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 Contact Us

#### CAPE SUBJECTS

#### 1 YEAR COURSES

- ♦ Caribbean Studies
- ♦ Communication Studies

#### 2 YEAR COURSES

- ♦ Accounting
- ♦ Biology
- ♦ Chemistry
- ♦ Law
- ♦ Physical Ed. & Sports
- ♦ Sociology
- ♦ Tourism

**REGISTER  
NOW!!!**

*A well-trained staff that delivers quality  
instruction at an affordable cost.*

**Register online or collect registration forms from the office**  
**Classes will be determined by the number of students**  
**registered for each subject.**

**Please call For Further Information: (246) 367-8023**

**Office Hours: 5:00 pm — 7:00 pm (regular)**  
**During the summer 10:00 am — 2:00 pm**

Your Partner For  
Growth & Success!!!!

*Upgrade your  
qualifications, career  
and personal growth*

#### SUBJECTS OFFERED INCLUDE

#### CSEC - 1 YEAR COURSES

- English A
- Mathematics
- Social Studies
- Office Administration
- Principles of Accounts
- Principles of Business
- Information Technology
- Human & Social Biology
- Biology
- Chemistry
- Physics
- Food and Nutrition
- EDPM
- Physical Education & Sports

**COURSE FEES****2023 — 2024**

|                                      |         |        |
|--------------------------------------|---------|--------|
| REGISTRATION FEE<br>(Non Refundable) | \$50.00 | 1 YEAR |
|--------------------------------------|---------|--------|

**CSEC SUBJECTS**

|                    |          |        |
|--------------------|----------|--------|
| 1 Subject          | \$300.00 | 1 YEAR |
| Additional Subject | \$175.00 | 1 YEAR |

|                  |          |        |
|------------------|----------|--------|
| FOOD & NUTRITION | \$600.00 | 1 YEAR |
|------------------|----------|--------|

**SCIENCE SUBJECTS**

|                    |          |        |
|--------------------|----------|--------|
| 1 Science Subject  | \$400.00 | 1 YEAR |
| Additional Subject | \$175.00 | 1 YEAR |

**CAPE SUBJECTS**

|                    |          |        |
|--------------------|----------|--------|
| 1 Subject          | \$600.00 | 1 YEAR |
| Additional Subject | \$300.00 | 1 YEAR |

**COMPUTER-BASED****SUBJECTS**

|                    |          |        |
|--------------------|----------|--------|
| EDPM               | \$500.00 | 1 YEAR |
| INFORM. TECHNOLOGY | \$900.00 | 1 YEAR |

**ALL FEES ARE EXPECTED TO BE PAID BY MARCH 31, 2024**

**Message from the Co-Ordinator**  
**Mr David McCarthy, MSc London, MEd, Dip Ed, BSc UWI**



**PROTOCOLS**

The adherence to COVID protocols is optional and left to each student's preference while registering and attending classes at the Christ Church Foundation School - Continuing Education Programme.



*It is my pleasure to welcome you to our Continuing Education Programme (CEP) for the academic year 2023 to 2024.*

*Our programme caters to those persons both young and older who desire to upgrade or even expand their academic standing. For over twenty (20) years we have assisted many persons in realising their dream of improving their qualifications.*

*With improved qualifications comes a new confidence as you gain new knowledge, better job prospects or even a promotion. This program is your gateway to increased prosperity. Determine your pace and develop an effective study plan.*

*We have a group of dedicated educators who are ready to guide and teach you to a high standard.*

*Best wishes for the new academic year and congrats on taking the first step towards success.*



## GENERAL INFORMATION

- Classes will commence on Monday, September 18, 2023.
- Classes begin at 5:30 pm (face to face) and 6:00 pm (online) each evening.
- Registration for courses will begin **August 2, 2023**.
- Classes will be cancelled if the number of students registered is too small for those classes to be feasible.
- There are a limited number of places in the EDPM and Information Technology classes. Students will be allocated to these classes on “**first paid up**” basis.
- Orientation will be held on Thursday, September 14, 2023 at 6:00 pm.
- **Examination fees** are separate and **NOT** included in the tuition fees.
- Half of the tuition fees for students registering for one subject plus the registration fee is due at registration and the other half on or before **Thursday, December 7, 2023**.
- Students registering for Information Technology, EDPM or more than 2 general subjects **MUST** pay the registration fee plus 1/3 of the course fee at registration, a further 1/3 by December 7, 2023 and the remaining 1/3 by March 31, 2024. Monitoring of classes will **NOT** be permitted.

Persons are prepared to sit CSEC and CAPE examinations by a dedicated group of highly qualified teaching staff. Over the years we have had 100% passes in EDPM, Food and Nutrition, Information Technology, Office Administration, Principles of Accounts and Principles of Business.

Many Students have been able to fulfill their dreams to move on to BCC, SJPIIT or UWI, in addition to becoming better qualified in their employment after successfully completing their time with us.

You can be that student, too!!!!



*Examination Time*





*Food & Nutrition*  
*100% passes*



## GENERAL INFORMATION CONT'D



*Penneylope Kirton received two (2) distinctions at one sitting in Principles of Business and Food & Nutrition*

*P E & Sports*  
*Class in action*



- A discount of 10% will be given to **ALL** students who complete payments by October 31, 2023.
- We are an Examination Centre and can process your registration for both January exams and May/June exams. The deadline for registration for January exams is usually the middle of **October** and for the May/June exams is usually the end of **November**, however students are encouraged to register for exams during the month of September.
- Students **MUST** ensure that the correct spelling of their names and their correct dates of birth are written on their entry forms.

## GENERAL INFORMATION CONT'D

- This office **WILL NOT** be responsible for incorrectly entered data if students confirm that the data entered for them is correct.
- Refunds of tuition fees will **ONLY** be granted in cases where a student discontinues classes before one month has passed and requests a refund or can no longer continue classes for medical or psychiatric reasons. In all cases a charge of \$30.00 per class attended will be charged for subjects **NOT** including Information Technology, EDPM and Food and Nutrition, where the fees of \$60.00 will be charged.
- Notwithstanding the above, any student who has attended at least three classes after registering for the programme is liable for the full amount of the course unless a satisfactory explanation is given.
- No official documents (**pass slips or certificates**) will be given to students who are in arrears.
- Due to the COVID-19 Pandemic, the Continuing Education Programme will be conducting classes on a blended approach for the academic year 2023-2024 where some classes will be done online and face to face.
- Online sessions will commence at 6:00 pm from Mondays to Thursdays.

## GENERAL INFORMATION CONT'D

- Persons registering are expected to have computer devices and access to the internet for effective teaching to be conducted.
- The first day of class for each subject will be a face to face session for teachers to explain to students how they will approach the online teaching.
- Students will be given an email address and will only be able to access the programme for online teaching via this address. All exercises and SBA Projects are expected to be submitted via the email given to you by the Continuing Education Programme. You will receive your email address once you pay at least half the tuition fee.



*Quality Teaching*