

CAYMAN ISLANDS



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THE 2011 FOI PUBLICATION SCHEMES **Department of Education Services**



Department of Education Services

Publication Scheme

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

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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 generally 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 limited 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 organisation's) commercial interests, or endanger the protection of the environment.

When ever 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 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.

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.

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

If there is no link, or the link is broken, 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 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 945-1199 or direct line at 244-1841 or email us at: foi.des@gov.ky

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 and Workbooks. 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,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,

Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402

Email: appeals@ico.gov.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

Mrs. Shirley Wahler

Chief Education Officer

Mr. Peter Beckford

Chief Human Resources Manager

Mr. Herbert Crawford

Acting Head of Early Childhood Services

Mrs. Hannah Carter

Senior Finance Officer

Miss Debra McLaughlin

Head of Business Services

Mrs. Delores Thompson

Acting Head of Testing and Exam

Mr. Clive Baker

Head of Curriculum

Mr. Brent Holt

Head of Student Services

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

James T. Watler Information Manager 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	Maria Bodden 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
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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

Department of Education Services (Countryside Shopping Centre)

Room 16 & 17

Countryside Shopping Village

Phone: 946-9413

Fax: 945-8907

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

Government Schools Information

AEC: MRS EVELYN

ROCKETT

Acting Principal (Sec:
Rosemarie Pusey)
**Alternative Education
Center**
c/o Education
Department
P.O. Box 910, GC KY1-
1103

Erockett@aec.edu.ky

TEL: 949-6058 Short Dial:
CELL: 916-8035 FAX: 949-

CPS: MS. CLAUDETTE

LAZZARI

(Acting) Principal (Sec:
Amory Smith)
Creek Primary School
P.O. Box 03, Creek, CB
KY2-2300

Claudette.Lazzari@gov.ky

TEL: 948-0226 Short Dial:
CELL: 925-7232 FAX: 948-

GTPS: MISS. MARIE

MARTIN

Principal (Sec: Fay
Taylor)
**George Town Primary
School**
P.O. Box 1099, GC KY1-
1102

georgetownprimary@yahoo.com

TEL: 949-2689 Short Dial:
CELL: 925-5439 FAX: 949-

JGHS: Aldin

Bellinfantie

BTPS: MS. CETONYA CACHO

Principal (Sec: Coralie Williams)
Bodden Town Primary School
P.O. Box 50, GC KY1-1600

Cetonya.Cacho@gov.ky

TEL: 947-2288 Short Dial: 112
CELL: 925-5464 FAX: 947-8870

EEPS: Mrs. Allison Wallace

Acting Principal (Sec: Ileea
Moore)
East End Primary School
General Delivery East End
GC KY1-1800

Allison.Wallace@gov.ky

TEL: 947-7428 Short Dial: 114
CELL: 929-8289 FAX: 947-8869

CIFEC: Mrs. Leanora Mendoza- Hydes

Acting Principal

CEL: 916-0401

Lmendoza-hydes@cifec.edu.ky

CBHS: MR. ADRIAN JONES

Principal (Sec: Cheryl Christian)
Cayman Brac High School
P.O. Box 251, CB KY2-2102

Adrian.Jones@gov.ky

TEL: 948-2226 Short Dial: 121
CELL: 925 7233 FAX: 948-2254

CHHS: Steven Geraghty

Principal
Clifton Hunter High School
P.O. Box 1809, GC KY1-1109

steve.geraghty@chhs.edu.ky

TEL: 949-9488 Short Dial: 107
CELL: 516-0471 FAX: 949-9490

JACPS: MR. JOSEPH

WALLACE

Principal (Sec: Grace Dipre)
**John A Cumber Primary
School**
P.O. Box 405 WB, GC KY1-1302

Joseph.Wallace@gov.ky

TEL: 949-3314 Short Dial: 108
CELL: 916-7584 FAX: 949-1096

LHS: MS. CARLA BODDEN

Principal (Sec: Sherry Hodgson)
Lighthouse School

Principal
Secretary – Patsy
Jackson
John Gray High School
P.O. Box 1108, GC KY1-
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aldin.bellinfantie@ighs.edu.ky
TEL: 949-9444 Short Dial:
CELL: 938-8555 FAX: 949-

P.O. Box 1834, GC KY1-1110

Carla.Bodden@gov.ky
TEL: 947-5454 Short Dial: 117
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NSPS: MS. WILBERLEE

RANGE

Principal (Sec: Adira Kelly)
North Side Primary School
GC KY1-1701

Wilberlee.Range@gov.ky
TEL: 947-9516 Short Dial: 113
CELL: 925-5436 FAX: 947-8868

**PPS: MRS. GLORIA
BELL**

Principal (Sec: Denise
Urizar)
**Prospect Primary
School**
c/o DoES, P.O. Box 910,
GC KY1-1103

Gloria.Pollard@gov.ky
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**SPS: MRS. MARGARET
RATTRAY**

Acting Principal (Sec:
Tricia Skyers-Palacio)
**Savannah Primary
School**
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1500

Magaret.Rattray@gov.ky
TEL: 947-1344 Short Dial:
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CLIVE BAKER
Acting LCL: CHHS,
SPS, BTPS, EEPS,
NSPS, CIFEC

**RBPS: MRS. VICKIE
FREDERICK**

Principal (Sec: Beverly
McLaughlin)
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Vickie.Frederick-Best@gov.ky
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**WEPS: MRS. GALE
CONNOLLY**

Principal (Sec: Karen Lazzari)
West End Primary School
P.O. Box 104, CB KY2-2000

Gale.Connolly@gov.ky
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CELL: 925-7244 FAX: 948-1539

MR. HERBERT CRAWFORD
LCL: GTPS, SJACPS, JGHS,
PPS, RBPS
Department of Education
Services

**SBPS: MRS. JANICE
BRADSHAW**

Principal (Sec: Amory Smith)
Spot Bay Primary School
P.O. Box 142, Spot Bay, CB
KY2-2400

Janice.Bradshaw@gov.ky
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**DEPARTMENT OF EDUCATION
SERVICES (DoES)**

P.O. Box 910, GC KY1-1103

TEL: 945-1199
FAX: 946-2194 (Business
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FAX: 945-1457 (CEO's Office)

MR. BRENT HOLT
Acting LCL: AEC, LHS
Department of Education
Services

Clive.Baker@gov.ky
TEL: 945-1199
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**TCCB: MRS. TAMMY
BANKS-DACOSTA**

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SBPS, CPS, WEPS
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FAX: 946-2194

**LCS: MRS. VERONICA JUMAN-
KHAN**

(Sec: Carolyn Branch)
Little Cayman Services
c/o TCCB, CB KY2-2300

veronicakhangy@yahoo.com
TEL: 948-1052; 925-7239
FAX: 948-0381

Brent.Holt@gov.ky
TEL: 945-1199
CELL: 916-6985
FAX: 946-2194

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

**YOUNG PARENTS
PROGRAMME**
TEL: 949-4360 FAX: 945-6571

**Education Standard and
Assessment Unit**
TEL: 945-6308 FAX: 945-6309

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 period 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 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 2). The completed registration form and all required documentation must be brought to the school where the child is to attend in September.

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

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 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 fees must I pay when registering?**

Students 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
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Years 7 - 9 GHHS	\$300.00
Years 10 - 12 JGHS	\$400.00

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

All fees must be paid at the Department of Education Services Room 2 and 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 1999)
- Personnel Management Revised Law, 2005 & Regulations 2006
- 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
- 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 Section which connects into the Ministry of Education, Training and Employment Chief Finance Officer Finance and Accounting Section. The Accounts Section manages the Department's resources efficiently and effectively. The function of this Section includes: the management of the Department's monetary resources; relationships with clients, the public and other government agencies.

Financial Management

The Department of Education Services is responsible for the collection of the following fees:

- School Fees
- Examination Fees
- Rental of Centres
- Miscellaneous i.e. Social Studies Textbooks, 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 or James T. Watler at: foi@des.ky

POLICIES & PROCEDURES

- SEN Policy
- Teachers Qualification Policy
- Education Council Guidelines for Early Childhood Programmes
- Discipline Policy in Early Childhood Settings

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: 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:

- Maintenance of school buildings
- Aspects of its financial services to schools
- Maintaining the policy on school uniform for all its schools;
- Student registration
- The administration of student financial support arrangements;
- School funding
- Some aspects of early years' provision
- Levels of peripatetic support teachers
- Levels of classroom assistants
- Aspects of support for students with special educational needs (SEN)
- Its recognition of the need for change and the focus on improving its own performance

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.

- *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 School Form*
- *Employment Application Form*

List of Publications by the Department of Education Services

- *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*

(Price \$3.20)