




Form 4

Timetable Guidelines




Overview

- ▶ In Forms 1-3, students were given a fixed class timetable.
 - ▶ For Form 4, students will need to create their own individual timetable, based on their class/subject assignments.
 - ▶ A block system is used in Forms 4-6, in which different subjects are grouped together and simultaneously taught.
 - ▶ There are 8 Blocks in Upper School.
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Form 4 Timetable

- ▶ For Form 4 (2023-2024), the compulsory subjects of Mathematics, English A, English B and Religion/Study will be done in **Blocks 6, 7 and 8.**
 - ▶ The five subjects that the students selected in the subject selection process will be distributed in **Blocks 1-5.**
 - ▶ Based on the information sent by the Form 3/4 Dean, students will need to create their timetable schedule.
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Creating Your Timetable



Creating Your Timetable

STEP 1

- Create a blank timetable template (Monday-Friday, 8 periods a day), as seen below.

TIMETABLE					
Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1					
2					
3					
4					
BREAK					
5					
6					
LUNCH					
7					
8					

Creating Your Timetable

STEP 2

- Use the Distribution of Blocks template below to create your own schedule.

Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	4	1	4	7	5
2	3	1	4	8	6
3	2	7	8	6	3
4	1	7	8	6	4
	<i>B</i>	<i>R</i>	<i>E</i>	<i>A</i>	<i>K</i>
5	8	5	2	3	1
6	7	5	2	3	2
	<i>L</i>	<i>U</i>	<i>N</i>	<i>C</i>	<i>H</i>
7	6	3	5	1	7
8	5	4	6	2	8

Creating Your Timetable

STEP 3

- ▶ Review the class timetable specific to your assigned Home Class and ONLY enter the positions of the various compulsory subjects onto your template (they will correspond with Blocks 6, 7 & 8).



Creating Your Timetable

STEP 4

- ▶ Using the Subject Allocation information on the portal, insert the subject that corresponds to each particular Block (Blocks 1-5) on your timetable template.

Note that even if two or more students may be in the same Home Class and doing the same subjects, their timetables may not be similar. As such, do not copy another student's timetable.

Creating Your Timetable

STEP 5

- Use the document below to know the room for each of your subjects, as well as the respective teachers.

FORM 4 BLOCKS 2023-2024

Class	Block 1	Block 2	Block 3	Block 4	Block 5	BLOCKS 6/7/8		
4.12	Add Maths Mr. Sarafat	Physical Education Mr. Cummins	Economics Ms. Blackwell	POA Ms. Fergusson	Geography Ms. Snagg	Mathematics Ms. Dookeran-Bachan	English A Ms. Peniston-Williams	English B Ms. Peniston-Williams
4.13	POA Ms. Fergusson	Add Maths Ms. Ramkesoon	French Ms. Rouse	Spanish Ms. Ali	Economics Mr. Roberts	Mathematics Ms. Adams	English A Ms. Spencer	English B Ms. Spencer
4.14	Geography Ms. Tompack	POB Ms. Blackwell	Geography Mr. Coppin	Add Maths Mr. Millitte	History Ms. Layne	Mathematics Ms. Ramkesoon	English A Ms. James	English B Ms. Ragoobar
4.15	POB Ms. Blackwell	POA Ms. Lucas	HSB Mr. Buckmire	IT Mr. Teesdale	Add Maths Ms. Ramkesoon	Mathematics Mr. Millitte	English A Ms. Lopez	English B Ms. Lopez
4.16	IT Mr. Heeraman	Spanish Ms. Quashie	POB Mr. Miguel	Economics Ms. Blackwell	POB Ms. Williams	Mathematics Mr. Jaggat	English A Ms. Lewis	English B Ms. Lewis
	Chemistry (C2/CLE) Mr. Superville	Biology (BS) Ms. Ganness	Physics (PS/PLN) Mr. Ramsook	Physics (PS/PLN) Ms. Lashley	IT (GN) Mr. Persad	Religion/Study		
	Biology (BS) Mr. Charran	Chemistry (C2/CLE) Mr. St. Clair	Biology (BS) Mr. Charran	Art (AR) Ms. Ramdeen	Chemistry (C2/CLE) Mr. Sampath			
	Music (MR) Ms. Nicholson	Physics (PS/PLN) Ms. Lashley	TD (D2) Ms. E. Honore	TD (D2) Ms. E. Honore				

Room Key

GN- Fr Graf North	MR- Music Room
BS- Biology Lab South	PLN- Physics Lab North
PS- Physics Room South	C2- Chemistry Room 2
AR- Art Room	CLE- Chemistry Lab East
D2- Drawing Room 2	



Example

Example

Assume a student in **Class 4-12** has been assigned the following subjects in Blocks 1-5:

- Block 1: Geography
- Block 2: Add Maths
- Block 3: Physics
- Block 4: POA
- Block 5: Economics

Block Schedule

Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	4	1	4	7	5
2	3	1	4	8	6
3	2	7	8	6	3
4	1	7	8	6	4
	<i>B</i>	<i>R</i>	<i>E</i>	<i>A</i>	<i>K</i>
5	8	5	2	3	1
6	7	5	2	3	2
	<i>L</i>	<i>U</i>	<i>N</i>	<i>C</i>	<i>H</i>
7	6	3	5	1	7
8	5	4	6	2	8



Form 4-12

St. Mary's College, 75, Frederick Street, Port of Spain

Class teacher : Ms M. Ramdeen

12

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Roll Call 7:30 - 7:35					
1 7:35 - 8:15				Mathematics <small>Ms E. Cookson/Teacher</small>	English A <small>Ms C. Perkins/Class</small>
2 8:15 - 8:55					
3 8:55 - 9:35		English B <small>Ms C. Perkins/Class</small>	English A <small>Ms C. Perkins/Class</small>	English B <small>Ms C. Perkins/Class</small>	
4 9:35 - 10:15				Religion <small>Ms G. Subagan</small>	Study <small>Ms S. Solomon</small>
BREAK 10:15 - 10:30	B R E A K				
5 10:30 - 11:10	English A <small>Ms C. Perkins/Class</small>				
6 11:10 - 11:50	Mathematics <small>Ms E. Cookson/Teacher</small>				
LUNCH 11:50 - 12:45	L U N C H				
PM Roll Call 12:45 - 12:50					
7 12:50 - 13:30	English B <small>Ms C. Perkins/Class</small>				Religion <small>Ms G. Subagan</small>
8 13:30 - 14:05			Mathematics <small>Ms E. Cookson/Teacher</small>		Mathematics <small>Ms E. Cookson/Teacher</small>

Then, entering the remaining subjects, the schedule (including the compulsory subjects in Blocks 6-8) will look as follows:

TIMETABLE					
Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	<i>POA</i>	<i>Geo</i>	<i>POA</i>	<i>Maths</i>	<i>Econ</i>
2	<i>Physics</i>				<i>Eng A</i>
3	<i>Add Maths</i>	<i>Eng B</i>	<i>Eng A</i>	<i>Eng B</i>	<i>Physics</i>
4	<i>Geo</i>			<i>Rel./Stud.</i>	<i>POA</i>
BREAK					
5	<i>Eng A</i>	<i>Econ</i>	<i>Add Maths</i>	<i>Physics</i>	<i>Geo</i>
6	<i>Maths</i>				<i>Add Maths</i>
LUNCH					
7	<i>Eng B</i>	<i>Physics</i>	<i>Econ</i>	<i>Geo</i>	<i>Rel./Stud.</i>
8	<i>Econ</i>	<i>POA</i>	<i>Maths</i>	<i>Add Maths</i>	<i>Maths</i>

FORM 4 BLOCKS 2023-2024

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4.12	Add Maths Mr. Sarafat	Physical Education Mr. Cummins	Economics Ms. Blackwell	POA Ms. Fergusson	Geography Ms. Snagg	Mathematics Ms. Dookeran-Bachan	English A Ms. Peniston-Williams	English B Ms. Peniston-Williams
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Things to Note

- ▶ Ensure that you correspond each of your subjects to the correct Block
- ▶ Double compulsory Blocks may not necessary mean a double period for a particular subject.
- ▶ Two back to back single compulsory Blocks may also be a double period for a subject
- ▶ Non-Catholics must use the respective Home timetables to find out the various rooms for Study

Things to Note

- ▶ There are no timetabled Form Meetings or Dean Meetings. These will be at the discretion of the Dean/Principal
- ▶ For students doing PE, practicals will mostly be done in the Big Yard
- ▶ Pay attention to the rooms for each of your subjects
- ▶ Use lockers effectively!
- ▶ No more changes to timetables will be allowed!

More Information

- ▶ All timetable information, including the various Classlists, can be found on the Form 4 Portal (dean4bain.weebly.com)

Timetable: <https://dean4bain.weebly.com/timetables.html>

Classlists: <https://dean4bain.weebly.com/class-lists.html>

- ▶ Form 4 Dean Contact: Mr. Bain- dean4@stmarys.edu.tt