MEMORANDUM TO: Principals of Elementary Schools

FROM: Ann Perron
Chief Student Achievement Officer
Literacy and Numeracy Secretariat

George Zegarac
Assistant Deputy Minister
Strategic Planning and Elementary/Secondary
Programs Division

DATE: [current date]

SUBJECT: Professional Learning Resources and Implementation Support for Teachers

We are pleased to provide you with print copies and a CD-ROM version of our new instructional guides that will serve as professional learning resources for teachers:

**Literacy**
- A Guide to Effective Literacy Instruction Grades 4 to 6 – Media Literacy
- A Guide to Effective Literacy Instruction Grades 4 to 6 – Oral Language
- A Guide to Effective Literacy Instruction Grades 4 to 6 – Reading
- A Guide to Effective Literacy Instruction Grades 4 to 6 – Writing

**Numeracy**
- A Guide to Effective Instruction in Mathematics, Kindergarten to Grade 6 – Geometry and Spatial Sense, Grades 4 to 6;
- A Guide to Effective Instruction in Mathematics, Kindergarten to Grade 6 – Patterning and Algebra, Grades 4 to 6;

These resources contain effective strategies and reinforce key research-informed concepts to benefit student learning. We hope that your teachers will find this material helpful and we appreciate the opportunity to work with you to improve student achievement.

Ann Perron          George Zegarac