

**Grade A Tutoring
& Learning Centre**

"Your success is our business"

WELCOME TO GRADE A ONLINE PRIMARY ACADEMY



WELCOME MESSAGE



“**Charlene Morris**”
CEO Director

Dear Students,

Welcome to Grade A Online Primary Academy — a place where learning, creativity, and confidence come together. Here, every lesson is a chance to grow and every challenge is an opportunity to shine. Your teachers are here to guide, support, and inspire you to be your very best.

Remember to stay curious, work hard, and believe in yourself — because you are capable of amazing things. I'm so proud to have you as part of our Grade A family. Let's make this school year one to remember! With pride,

Miss Morris
Founder & Head Educator
Grade A Online Primary Academy



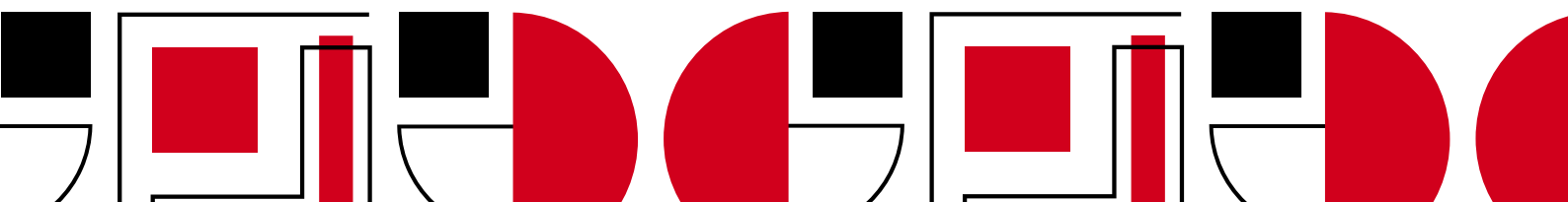
VISION

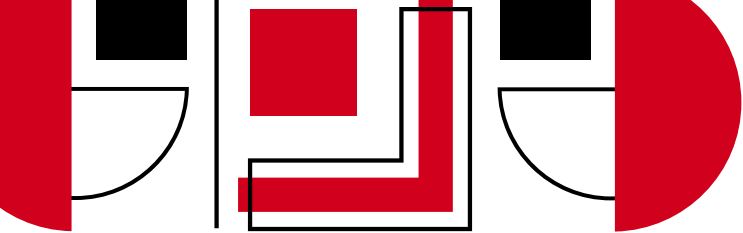
Our vision at Grade A Tutoring and Learning Centre is to empower students to acquire, demonstrate, and value knowledge and skills that will support them as lifelong learners. We aim to help them participate meaningfully in a global society while upholding our core values of respect, tolerance, inclusion, and excellence.

MISSION

Our mission is to enable all learners to access meaningful learning by providing:

- Highly effective tutors committed to ongoing professional development, quality teaching, evidence-based practices, coaching, mentoring, and collaboration
- A high-quality, inclusive learning environment that is responsive to student voice
- Engaging and enriching resources and technology
- Opportunities for parents and the wider community to participate in learning and decision-making





OUR HISTORY

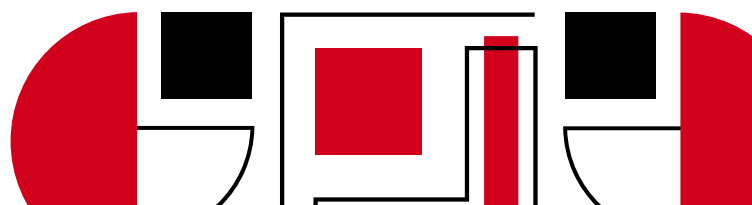
2010

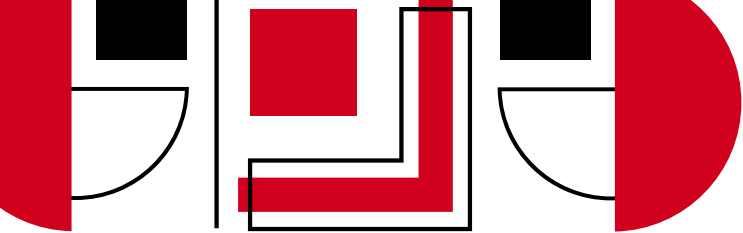
Grade A Tutoring and Learning Centre was founded in 2010 by two graduates of the University of The West Indies. At this time, the company only provided one-on-one tutoring to students.



2012

The company opened its first physical location in Belmont where group classes and homeschooling services were now offered at that location in addition to one-on-one tutoring.





OUR HISTORY

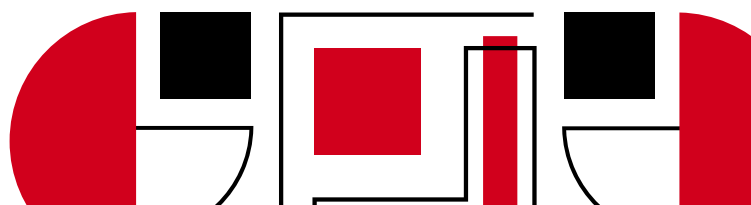
2017

The company was relocated to Barataria after serving the Belmont community for many years



2020

Covid -19 struck and the company began offering virtual tutoring services to meet the needs of its clients together with the other services that were offered before the pandemic. It was at this time that our online primary academy was created.



ABOUT OUR SCHOOL



At Grade A Online Primary Academy, we provide a full-time, structured learning experience for students who thrive best in a focused and supportive digital environment.

Our programme follows the Ministry of Education's curriculum, with engaging lessons in Mathematics, Language Arts, Science, and Social Studies, all taught live by qualified tutors.

We combine small-group instruction with interactive learning technology to ensure every child receives personal attention and real-time support.

Students attend daily online classes via Google Meet, complete assignments through Google Classroom, and benefit from consistent progress tracking, individual feedback, and strong parent communication.

Our full-time school is ideal for students who need a flexible yet structured education that keeps them connected, motivated, and academically strong — all from the comfort of home.



HOW WE TEACH



At Grade A Online Primary Academy, we believe technology and teaching go hand-in-hand.

Each virtual classroom is designed for live instruction, collaboration, and accountability.

We use:

- Google Classroom for daily notes, homework, and resources
- Google Meet for interactive live sessions
- Digital progress reports to track growth and guide improvement

Our teachers focus on building mastery and confidence, not just grades.

Classes are small to allow individualized attention, and lessons include discussions, games, writing practice, and project-based learning — ensuring students stay engaged and excited about learning.



LOWER SCHOOL

Our online primary school is divided into upper and lower schools. The lower school refers to students from standards 1-3 while upper school refers to students from standards 4 and 5. The lower school is the foundation years where students are able to learn the basics. Once they have mastered the basics they can then move on to the upper school where they can choose to write the SEA exam.

Time Table

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am -9:10 am	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet
9:10 am-9:55 am	Reading & Phonics	Mathematics	Reading & Phonics	Mathematics	Assessment
9:55 am-10:10 am	B	R	E	A	K
10:10 am-10:55 am	Language Arts	Spelling	Creative Writing	Language Arts	Assessment
11:40 am -12:40 am	L	U	N	C	H
12:40 pm- 1:25 pm	Social Studies	Science	Reading Comprehension	Spanish	Assessment
1:25 pm-2:00 pm	Offline assignment	Offline Assignment	Offline Assignment	Offline Assignment	Assessment



UPPER SCHOOL

These are the mastery years when children build on the foundation of the junior years. At the end of these years students can choose to write the SEA exam and enter the public school system, attend an in-person secondary school or continue to homeschool virtually.

Time Table

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am -9:10 am	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet
9:10 am-9:55 am	Mathematics	Creative Writing	Mathematics	Creative Writing	Assessment
9:55 am-10:10 am	B	R	E	A	K
10:10 am-10:55 am	Language Arts	Mathematics	Comprehension	Language Arts	Assessment
11:40 am -12:40 am	L	U	N	C	H
12:40 pm- 1:25 pm	Comprehension	Language Arts	Language Arts	Mathematics	Assessment
1:25 pm-2:00 pm	Offline assignment	Offline Assignment	Offline Assignment	Offline Assignment	Assessment

FEES AND ENROLLMENT COSTS

Programme	Duration	Costs
Full-Time Online Primary School	Per Term	\$3000
	Monthly	\$1100 (3 months)
Assessment (New Students)	One-Time	\$150 TTD
Consultation	30 min	FREE

ALL FEES INCLUDE ACCESS TO GOOGLE CLASSROOM, LEARNING MATERIALS, AND TERMLY PROGRESS REPORTS. PAYMENTS CAN BE MADE VIA BANK TRANSFER, WIPAY, OR PAYPAL. PROOF OF PAYMENT IS REQUIRED BEFORE CLASSES BEGIN.

For More Information :

  324-5496



PARENT POLICIES & GUIDELINES

(FOR GRADE A ONLINE PRIMARY ACADEMY FAMILIES)

At Grade A Online Primary Academy, we believe that education works best when parents and teachers partner together. These guidelines ensure consistency, respect, and success for every child.

Attendance & Punctuality

- Students are expected to attend all live sessions on time each day.
- Absences must be communicated to the teacher or the school WhatsApp line before class begins.
- Frequent absences without notice may affect participation grades and progress reports.

Technology & Environment

- A stable internet connection, quiet learning space, and functioning device (laptop/tablet) are required.
- Cameras should remain on during classes unless permission is given otherwise.
- Students should be seated properly and dressed neatly (no pajamas or lying in bed during sessions).

Homework & Assignments

- All assignments must be submitted on time via Google Classroom.
- Parents should check the platform weekly to monitor their child's progress.
- Late or incomplete work will be recorded and addressed with both the student and parent.



PARENT POLICIES & GUIDELINES

(FOR GRADE A ONLINE PRIMARY ACADEMY FAMILIES)

Classroom Etiquette

- Students must be respectful, use kind language, and follow teacher instructions.
- Background noise and interruptions should be minimized.
- Parents are asked not to coach or interrupt during lessons; communication should be done privately through messages or scheduled meetings.

Communication

- All official communication should be sent through the school's WhatsApp line, email, or Google Classroom announcements.
- Teachers will respond to messages during working hours (9 AM – 4 PM, Monday to Friday).
- For urgent matters, parents may contact the administrator directly.

Payments & Refund Policy

- Term fees are due before classes begin.
- A late fee may apply after the first week of class.
- No refunds are issued after the first two weeks of the term unless special circumstances arise and are approved by the Head Educator.



PARENT POLICIES & GUIDELINES

(FOR GRADE A ONLINE PRIMARY ACADEMY FAMILIES)

Assessments & Progress Reports

- Students complete monthly assessments and receive termly progress reports.
- Parent-teacher conferences are scheduled once per term.
- Reports and feedback are shared digitally via email or Google Classroom.

Parent Partnership

- Encourage your child to attend classes daily and maintain a positive attitude toward learning.
- Set aside time each day for reading and review.
- Celebrate your child's effort — not just results — as we build confidence together.

How to join our classes

CONSULTATION

- Schedule a call or video chat to discuss your child's learning goals.



REGISTRATION

- Complete the registration form provided after consultation.



INVOICING

- You will receive an invoice with payment information.



PAYMENT

- Receive invoice → Submit payment → Send proof..



ONBOARDING

- Get your child's Google Classroom code and Meet link.



START LEARNING

- Your child joins our online community and begins full-time learning!

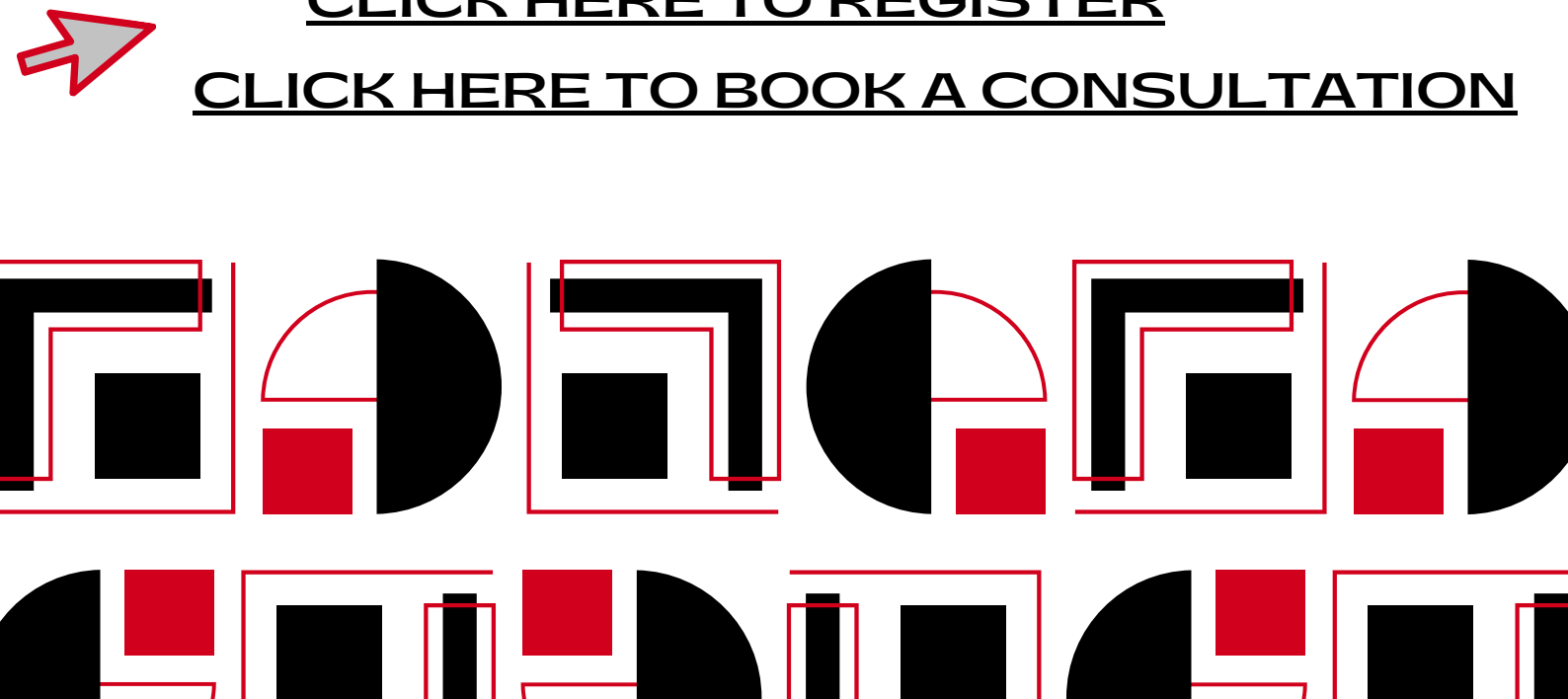




LET'S WORK TOGETHER

[CLICK HERE TO REGISTER](#)

[CLICK HERE TO BOOK A CONSULTATION](#)





COMPANY CONTACT



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www.gradeatutoringtt.com