

# Homeschool instructions

## Homeschooling outside of Canada

The FSD 34 (Foreign Service Directives) provide benefits to CAF members serving abroad to ensure that their dependent children obtain elementary and secondary education which approximates Canadian standards and which enables the child to re-enter the Canadian school system with as little disruption as possible.

As per FSD 34, decisions for homeschooling will be based on the compatible system within Ontario ([Ontario Ministry of Education Policy/Program Memorandum No. 131 – Homeschooling](#) and [Ontario Ministry of Education – Sample Letter of Intent and Educational Plan](#)). The required documentation differs for a homeschool family who remains in Canada. For members who choose to homeschool children while outside of Canada, no FSD34 benefits apply, except for FSD 34 d) iv) which allows the member to access 50 hours of private tutoring for second language instruction.

As per FSD 34.2.5, a member can choose to educate their dependant at home. Ordinarily, education laws that you must follow are those of your place of residence. Military families overseas however are considered to be part of the country to whose military they belong, rather than part of the country in which they reside. Therefore, as long as homeschooling is allowed in the country where the member is posted, members can choose to homeschool their children as they would in Canada. As such, you are considered to be residents of Canada for the purposes of education.

For CAF members who want to screen for homeschooling, the following submissions are required:

- A letter of intent to homeschool
- An instructional plan (see below)
- A year-end report

The letter, instructional plans and year-end reports must be submitted to CEM on an annual basis for the duration of the posting. Members who intend to follow an educational plan for a system outside of Ontario must provide the guidelines specific to their province along with the plan.

## Instructional plan checklist

CEM conducts a review of the annual submission of instructional plans. An instructional plan should include the following:

- subject areas identified
- curriculum documents identified
- regularly planned instruction schedule
- an outline of instruction for each subject area which includes:
  - goals for achievement in subjects being taught
  - materials used to assist in delivering plans (e.g., encyclopaedias, textbooks, magazines, newspapers, television programs, materials on the Internet, computer programs)
  - community resources or a network to support your instruction
  - learning strategies
  - assessment and evaluation strategies

## Templates

- Annex A: A sample Letter of Intent
- Annex B: A sample instructional plan
- Annex C: A sample year-end report

Annex A: Sample Letter of Intent to Provide Home Schooling

Date

To Children's Education Management - Canadian Armed Forces

I/We herewith provide the names, gender, and date of birth for each child of compulsory school age for whom I/we intend to provide home schooling.

First and last names	Gender	Date of Birth

Name of parent/guardian: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Home address: \_\_\_\_\_

Mailing address  
(if different from home address): \_\_\_\_\_

I/We wish to notify Children's Education Management - Canadian Armed Forces that I/we will be providing home schooling for our child(ren) starting in \_\_\_\_\_. I/we understand our responsibility under the Education Act to provide satisfactory instruction for our school-age child(ren) and do hereby declare my/our intent to do so.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

Annex B: Sample Instructional Plan

This sample instructional plan provides you with a template for the submission of information to Children's Education Management as part of your initial educational screening and **on an annual basis** for the duration of the posting.

**Program Planning**

*This section is intended to give CEM information on your overall plans for your child's education. Please describe your overall homeschool plan for each child's learning by answering the following questions:*

Which provincial curriculum policy documents will you be following? \_\_\_\_\_

Please provide the website where these documents are located.

For elementary students, check the curriculum documents on which your instructional program will be based for the following subject areas:

<input type="checkbox"/> Language	<input type="checkbox"/> Social Studies/History and Geography
<input type="checkbox"/> Mathematics	<input type="checkbox"/> The Arts
<input type="checkbox"/> Science and Technology	<input type="checkbox"/> Health and Physical Education
	<input type="checkbox"/> French As a Second Language

For secondary level students, indicate the courses / course codes which you will be delivering:

List other information regarding subjects / curriculum documents you will be teaching at home.

What do you expect to accomplish with your child in English, Mathematics, and other subjects this year?

- |  |     |    |
|--|-----|----|
| Do you make instructional plans?                                   | YES | NO |
| Do you spend regularly planned instructional time with your child? | YES | NO |
| Do you have a daily work schedule for your child's home schooling? | YES | NO |

Networking with other families or associations that provide home schooling can offer valuable support. Please indicate which organizations you will access as part of homeschooling:

## Weekly schedule

A weekly timetable in Ontario delivers 1500 minutes of instructional time. This translates into 300 minutes per school day with an additional 90 minutes of lunch or recess time (elementary level). A homeschool plan should be comparable.

A weekly homeschool schedule may be broken down as follows. The time and subject areas are at the discretion of the parent/guardian who is delivering the homeschooling program.

	Monday	Tuesday	Wednesday	Thursday	Friday
Time block 1 <i>(specify time)</i>					
Time block 2 <i>(specify time)</i>					
Time block 3 <i>(specify time)</i>					
Time block 4 <i>(specify time)</i>					
Time block 5 <i>(specify time)</i>					
Time block 6 <i>(specify time)</i>					
Time block 7 <i>(specify time)</i>					
Time block 8 <i>(specify time)</i>					

## Instructional plan

Instructional plans can take on many forms. You may use or adapt the template below to provide information that would help CEM understand the instruction to be delivered.

Subject area: \_\_\_\_\_

## Resources

Please indicate the resources you use to support your instruction.

<b>Print resources</b> (i.e., textbooks, posters, kits,...)	<b>Publications</b> (i.e., newspapers, magazines,...)	<b>Facilities</b> (i.e., museums, swimming pools)	<b>Technology</b> (i.e., websites, videos)

## Curriculum delivery

<b>Timeline</b>	<b>Learning outcomes / topics / strands</b>	<b>Instructional strategies</b>	<b>Evaluation strategies</b>

## Year-end report

A year-end report can take on many forms. You may use or adapt the template below to provide information that would help CEM understand each child's achievement during the school year.

Child's name: \_\_\_\_\_

School year \_\_\_\_\_

Subject taught: \_\_\_\_\_

# of schools days \_\_\_\_\_

\_\_\_\_\_

# school hours \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Summary of achievement

Subject area	Language	Mathematics	Science and Technology	Social Studies / History and Geography
<b>Resources</b> <i>(list resources used during school year; attach another page as necessary)</i>				
<b>Comments</b> <i>(strengths / areas for improvement / next steps)</i>				
<b>Achievement level / Grade</b>				

Subject area	The Arts	Health and Physical Education	French as a Second Language	Other
<b>Comments</b> <i>(strengths / areas for improvement / next steps)</i>				
<b>Achievement level / Grade</b>				