

CALENDAR OF PEDAGOGICAL ACTIVITIES SCHOOL YEAR 2020/2021

1st Trimester

ORDER	N°	DATES	ACTIVITIES	OBJECTIVES	CONCERNED PERSONS	SUPERVISORS
1^{er} Trimestre	1	09/01/2020 7 :30 AM	Effective re-entry of all permanent staff	Prepare for the start of the school year	<ul style="list-style-type: none"> ✓ Administrative staff ✓ Support staff ✓ Teachers ✓ Permanent teachers 	Principal
	2	From 09/23 to 09/25/2020	<ul style="list-style-type: none"> ✓ Educational seminar ✓ Meeting of teachers by department ✓ Harmonization of progressions 	Prepare teachers to better approach the school year	<ul style="list-style-type: none"> ✓ Teachers ; old and new ones ✓ AP 	Principal
	3	10/02/2020	1ST QUARTER GENERAL MEETING	Define the orientations and present the educational project of the establishment	All the staff	Principal
	4	10/05/2020	BACK TO SCHOOL 2020/2021 <ul style="list-style-type: none"> ✓ Raising the flag colors ✓ Manual Work ✓ Communication of timetables ✓ Back-to-school contract ✓ Diagnostic evaluation ✓ Life at INTEG college; pedagogical and disciplinary aspects ✓ Effective start of lessons ✓ INTERNATIONAL TEACHER'S DAY 	<ul style="list-style-type: none"> ✓ Receive and guide students ✓ Prepare students to better approach the school year ✓ Check the level of learners 	<ul style="list-style-type: none"> ✓ Students ✓ Teachers ✓ Censor ✓ AP ✓ Administration 	Principal
	5	From 10/12 to 10/16/2020	Teaching tips	<ul style="list-style-type: none"> ✓ Develop educational projects ✓ Adopt the planning of the educational activities of the departments 	<ul style="list-style-type: none"> ✓ Teachers ✓ AP 	Censor
	6	10/23/2020	<ul style="list-style-type: none"> ✓ Deadline for submission of progress cards by AP ✓ Deadline for submitting reports from the 1st teaching council 	<ul style="list-style-type: none"> ✓ Follow teachers 	<ul style="list-style-type: none"> ✓ Teachers ✓ AP 	Censor
	7	11/05/2020	Deadline for submitting diagnostic assessment report sheets	Suggest solutions to improve the level of learners	<ul style="list-style-type: none"> ✓ Teachers 	Censor

8	11/06/2020	Deadline for submitting the 1st summative evaluation	Prepare for the smooth running of the 1st assessment	<ul style="list-style-type: none"> ✓ Teachers ✓ AP 	Censor
9	From 11/09 to 11/14/2020	Summative evaluation	Check the learning of learners	<ul style="list-style-type: none"> ✓ Students ✓ Teachers ✓ Censor 	Principal
10	10/09/2020	International Day for the Promotion of Educational Materials	Promote the making of objects by learners from local or recovered materials	<ul style="list-style-type: none"> ✓ Students ✓ Teachers ✓ Censor 	Principal
11	11/14/2020	World Handwashing Day with water and soap	Encourage learners, teachers and administration to keep their hands clean	<ul style="list-style-type: none"> ✓ Students ✓ Teachers ✓ Administration 	Principal
12	10/19/2020	International Philosophy Day	Promote philosophy as a search for knowledge	<ul style="list-style-type: none"> ✓ Students ✓ Philosophy's teachers 	Principal
13	10/16/2020	National Day of School Guidance	Provide effective guidance to students, encourage vocations	<ul style="list-style-type: none"> ✓ Students ✓ Teachers ✓ Censor 	Principal
14	From 11/16 to 11/19/2020	Correction and delivery of copies to students with the stamps of the establishment. Return of copies to teachers signed by one of the parents or tutor	Appreciate the work of learners and plan remedies	<ul style="list-style-type: none"> ✓ Students ✓ Teachers 	Censor
15	11/29/2020	Deadline for students to return marked copies teachers	Check the follow-up of students by parents	<ul style="list-style-type: none"> ✓ Teachers ✓ PP ✓ AP 	Censor
16	11/24/2020	Consensus meeting on the summative evaluation	Evaluate and analyze the work of learners and find improvement strategies	<ul style="list-style-type: none"> ✓ Teachers ✓ PP ✓ AP 	Censor
17	11/27/2020	Deadline for submitting subjects for the 2nd summative evaluation by AP. Subjects entered or transfered on USB key	Facilitate the smooth running of evaluations	<ul style="list-style-type: none"> ✓ Teachers ✓ Students 	Censor

18	From 11/30 to 11/05/2020	Summative evaluation	Check learners' achievements	<ul style="list-style-type: none"> ✓ Teachers ✓ Students ✓ Censor 	Principal
19	12/07/ - 12/11/2020	Correction and delivery of copies to the students with the stamps of the school seal. Return of copies to teachers signed by one of the parents or tutor	Appreciate the work of learners and remedies	<ul style="list-style-type: none"> ✓ Teachers ✓ Students 	Censor
20	14/12/2020	Deadline for students to return copies to teachers	Check the follow-up of students by parents	<ul style="list-style-type: none"> ✓ Teachers ✓ PP ✓ AP 	Censor
21	From 16/12 to 12/19/2020	Carrying over notes in school report cards	Appreciate the work of learners and remedies	Teachers	Censor
22	12/18/2020	Class Councils Filing of reports by APP; TCP; TCH; TAE; TRD	Appreciate and analyze student work	<ul style="list-style-type: none"> ✓ Teachers ✓ PP 	Censor
23	From 12/21 to 12/22/2020	Signature of school report cards	Prepare for the handing over of school report cards	<ul style="list-style-type: none"> ✓ Teachers ✓ PP 	Censor
24	12/23/2020 7 :30 AM	Solemn handing over of school report cards. Christmas holidays	Introduce parents to student work	<ul style="list-style-type: none"> ✓ Students ✓ Parents ✓ Teachers ✓ PP 	Principal

2nd Trimester

ORDER	N°	DATES	ACTIVITIES	OBJECTIVES	CONCERNED PERSONS	SUPERVISORS
2^{ème} Trimestre	1	01/04/2021 7 :30 AM	Effective start of the 2nd Quarter 1st Quarter report communication	Evaluate the results of the 1st Quarter, prepare the students to better approach the 2nd Quarter.	✓ Administrative staff ✓ Students ✓ Teachers	Principal
	2	From 01/04 to 01/08/2021	Collection of evaluation reports from students	Bring back all school report cards	✓ Students ✓ Main teacher	Censor
	3	06/01/2021 14h 30	2nd QUARTER GENERAL MEETING	Define the orientations and present the educational project of the establishment	Administrative staff	Principal
	4	15/01/2021	Deadline for submitting the tests for the 3rd summative evaluation by the AP.	Prepare well for the conduct of the 3rd summative evaluation	Teachers and AP	Censor
	5	From 11/01 to 15/01/2021	Teaching advice	Evaluation of the work of the 1st Trimester Strategies Improvement	Teachers and AP	Censor
	6	18/01/2021	Deadline for submission of teaching council reports	Follow teachers	Teachers and AP	Censeur
	7	From 19/01/2021 to 22/01/2021	Third Summative evaluation	Check the learning of learners	✓ Teachers ✓ Students ✓ Censor	Principal
	8	01/15/2021	Meeting of main teachers and educational leaders with the administration	Prepare head teachers and PAs to better accomplish their tasks	✓ PP ✓ AP ✓ Censor	Principal
	9	From 01/22 to 01/27/2021	Corrections and delivery of copies to students stamped with the seal of the establishment. Return of copies to teachers signed by one of the parents or tutor	_____	✓ Students ✓ Teachers ✓ Parents	Censor

2 ^{ème} Trimestre	10	From 01/25 to 02/11/2021	Bilingualism week. Classes are only interrupted on Friday 01/29/2021	Promote bilingualism in schools	✓ Students ✓ Teachers ✓ Censor	Principal
	11	From 02/05 to 02/11/2021	Youth week	Foster the emergence of talent among learners	✓ Students ✓ Teachers ✓ Administrative staff	Principal
	12	02/10/2021	Deadline for submitting subjects for the 4th summative evaluation by the AP	Prepare and facilitate the smooth running of evaluations	✓ Students ✓ Teachers ✓ Administrative staff	Censor
	13	From 02/18 to 02/23/2021	Progress of continuous checks	Bring students to the daily acquisition of knowledge	✓ Students ✓ Teachers	Censor
	14	02/21/2021	International Mother Language Day	Get students to speak their mother tongues	✓ Students ✓ Teachers	Principal
	15	From 02/23 to 02/26/2021	4th summative evaluation	Check the learning of learners	✓ Students ✓ Censor	Principal
	16	From 03/01 to 03/05/2021	Correction and delivery of copies to students stamped with the school's seal	Appreciate the work of learners	✓ Students ✓ Teachers	Censor
	17		Return of copies to children signed by one of the parents or tutor		Teachers	
	18	From 03/04 to 03/10/2021	Filling of school report cards; large files and deposit of educational documents	Appreciate the work of learners	✓ Students ✓ Teachers	Censor
	19	03/11/2021	Deadline for submitting subjects for the 5th summative evaluation by AP	Prepare and facilitate the smooth running of evaluations	✓ Students ✓ Teachers ✓ Administrative staff	Censor
	20	From 03/15 to 03/17/2021	Progress of CC N ° 5	Bring students to the daily acquisition of knowledge	✓ Students ✓ Teachers	Censor
	21	03/08/2021	Commonwealth Day	Bring this space to the attention of the students	✓ Teachers ✓ Students ✓ Administrative staff	Principal
	22	From 03/11/ to 03/12/2021	Open day	Put into practice the technical, scientific and commercial know-how of the students	✓ Teachers ✓ Students ✓ Administrative staff	Principal
	23	From 03/16/ to 03/19/2021	5th summative evaluation	Check the learning of learners	✓ Students ✓ Teachers	Censor
	24	03/24/2021	Deadline for submission of end-of-quarter reports by AP	See if the orientations and objectives set have been achieved	✓ Teachers ✓ AP	Censor
	25	From 03/24 to	Class councils	Appreciate and analyze	✓ Teachers	Principal

		03/25/2021		student work	✓ PP ✓ Censor	
	26	03/26/2021	Handing over of school report cards to parents and departure for Easter holidays	Introduce parents to pupils' work	✓ Teachers ✓ Parents ✓ Censor	Principal

3rd Trimester

ORDER	N°	DATES	ACTIVITIES	OBJECTIVES	CONCERNED PERSONS	SUPERVISORS
3^{ème} Trimestre	1	04/06/2021 07 :00 AM	Effective start of the 3rd Quarter 2nd Quarter report communication	Evaluate the results of the 2nd Quarter, Give the orientations of the 3rd Quarter	✓ Students ✓ Teachers	Principal
	2	From 04/08 to 04/13/2021.	3rd term teaching advice	Evaluation of the work of the 2nd Quarter Adopt Strategies Improvement	✓ Teachers ✓ AP	Censor
	3	04/14/2021 14 :00 AM	3rd QUARTER GENERAL MEETING	Evaluate the achievement of objectives, assess the orientations and give indications	Administrative staff	Principal
	4	04/16/2021	Physical tests for official exams	Prepare learners to take official exams	✓ Students ✓ Sport teachers ✓ Censeurs	Censor
	5	04/15/2021	Deadline for submitting reports from the 3rd teaching council	Follow teachers	✓ Censor ✓ AP	Censor
	6	04/22 & 04/23/2021	Human sciences zero tests	Prepare students for the official exams	✓ Teachers ✓ Main teachers	Censor
	7	04/26/2021	Deadline for submitting the mock exam papers by the AP to the censors	Facilitate the smooth running of evaluations	✓ Teachers ✓ Students ✓ Censor	Censor
	8	05/06/2021	Deadline for submitting subjects for the 6th summative evaluation by the AP to the censors (intermediate class)	Facilitate the smooth running of evaluations	✓ Teachers ✓ AP ✓ Censor	Censor
	9	From 05/04 to 05/07/2021	Mock exams	Prepare students for official exams	✓ Students ✓ Teachers & Censors	Censor
	10	From 05/10 to	Correction of mock exams in	Remedy the gains	✓ Teachers	Censor

		05/14/2021	exam classes		✓ Students ✓ Censor	
	11	From 05/18 to 05/24/2021	Assessment from the 6th summative assessment in intermediate classes	Check the learning of learners	✓ Students ✓ Teachers ✓ AP	Principal
	12	From 05/18/2021 to 05/24/2021	Supervision of students in examination classes by permanent and semi-permanent teachers	Remedy the gains Prepare students for official exams	✓ Teachers ✓ Students ✓ Censor	Principal
	13	05/28/2021	Deadline for filling in school report cards Filing of statistical files	Prepare for the smooth running of class councils	✓ PP ✓ Teachers	Censor
	14	From 05/27 to 06/13/2021	Official G.C.E O / L and A / L exams	Contribute to the smooth running of official exams	✓ Students ✓ Teachers	Principal
	15	05/31/2021	Deadline for submitting school report cards for signature by principal professors			
	16	06/15/2021 7 :00 AM	Large gathering of all students and teachers. Special communication from the Principal	Prepare and analyze student work	✓ Teachers ✓ Censors	Principal
	17	From 06/16/2021 to 06/17/2021	End-of-year class tips End-of-year teaching tips	Appreciate and analyze student work	✓ Teachers ✓ Censors	Principal
	18	06/18/2021	Deadline for submitting class council reports, end-of-year teaching council reports, summary sheets of PP and AP	Analyze student performance and make prognoses	PP et AP	Censor
3^{ème} Trimestre	19	06/22/2021	Deadline for submitting vacancy renewal forms for the year 2021/2022 Deadline for submitting availability for possible schedule changes for the year 2021/2022	Prepare for the start of the 2021/2022 school year	✓ Teachers ✓ Censeur	Principal
	20	06/26/2021 7 :30 AM	Solemn handing over of school report cards Distribution of awards to the best students. Excellence Day Students leave on vacation	Encourage students and introduce parents to student work	✓ Teachers ✓ Students ✓ Parents ✓ PP et AP	Principal

TCP : Program coverage rate
TCH : Hourly Coverage Rate
TAE : Student attendance rate
TRD : Success Rate by Discipline

All changes will be notified.

PARENTS SCHOOL PLANNING

- **1st session : Saturday November 14th, 2020.** Theme : School - family partnership
- **2nd session : Saturday January 09th, 2021.** Theme : Understand and follow-up our children
- **3rd session : Sathurday April 17th, 2021.** Theme : Academic and professional orientation

Douala, 10/02/2020

The Principal

Jean MOUBEB

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