

## I. Organisation -Things to keep in mind

### What you need to know :

- \*The **French system** and how **important** it is to **go through the right channels**
- \* The name of **one specific teacher to refer to** in case of problems.  
(NB make a list of teacher's emails to double check on lesson plans if necessary)
- \*The **phone number of the schools** --in case of unforeseen circumstances  
(it's important for you and for the teacher if you are absent to **let them know** as soon as possible)
- \* **An assigned room** (or not ?).  
(--Be sure to check where each room is with respect to where the class teacher is)
- \***Where you must meet** the students
- \*The code for **the photocopier** and the limit to the **number of copies** you can make
- \*Do you need **a meal card** to eat at the school cafeteria ?
- \*Is there a possibility of having access to **a cupboard for storage of materials** ?

### What you need (or may need) at some point in time:

- \***a mailbox** in the staffroom
- \***keys** to rooms/cupboards
- \***markers**
- \***videoprojectors(or OHPs) , DVD players, netbooks etc (or not)**
- \***internet** connections (or not)
- \*access to the **computer room, CDI** etc -do you have to **sign up** ? What are **the rules** ?

## Beware!

You **mustn't** leave **pupils unsupervised**. Ensure they are in a **safe environment**

**Don't** let the pupils out **before the bell** ... **you are responsible** for them