

## **Checklist: BEFORE holding a meeting in one's school**

### **During the weeks leading up to the meeting in one's school:**

- Consult the school's and school board's policy on safety for visitors
- Request authorization from:
  - the school board (if needed)
  - the governing board
  - the school administration
- Send a letter explaining the project to the parents. Make sure to include a request for parental authorization to have pictures taken of their children (if necessary)
- Notify the following of changes to the regular schedule:
  - lunchtime supervisors and after-school program staff
  - colleagues
  - concerned specialists (physical education, music, etc.)
  - the school bus company (if necessary)
- Plan the meeting with the teacher of the twinned class:
  - decide which language will be used for each activity
  - plan activities in English and French, as well in both languages
  - plan ice-breaker activities
  - form mixed groups (English/French) for work on the learning and evaluation situation (LES) (if necessary)
  - decide which LES tasks are to be carried out during the meeting
- Reserve premises required (computer room, gymnasium, cafeteria, second classroom, etc.)

## **The day before the meeting:**

- Remind those concerned of changes to the regular schedule:
  - lunchtime supervisors and after-school program staff
  - specialists (physical education, music, etc.)
  - recess and lunch monitors, etc.
  - the school bus company (if needed)
- Review the disciplinary measures with the students.
- Review the safety measures with the students.
- Ensure that all requests for parental authorization have been obtained.

## **The morning of the meeting:**

- Ensure that you have all the materials required for the activities (if any).
- Have the list of teams ready to hand.
- Ensure that the students have all the materials required for the activities.
- Ensure that the students have their lunch.
- Notify the school administration of the students' absences.