

# Ke-Yuan Primary School English Field-Meeting Record

(The first semester of the 107th school year)

<b>Meeting Date</b>	10/02 /2018	<b>Time</b>	16:00-17:00	
<b>Discipline coordinator</b>	Lillian Kan 阿甘	<b>Location</b>	Office	
<b>Signature</b>				



Meeting Time	Tr. Patty and Tr. Nadia
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1. The discussion in the English field is mainly based on the **communication with the new foreign teacher**, so that the foreign teacher can be more integrated into the school, and the teaching based on each other can be learned and tracked. At the same time, the issues concerning classroom observation and international volunteer are also discussed.
  - (1) There will be two evaluations for foreign teacher each semester. Every English teacher who works with the foreign teacher needs to grade foreign teacher. Communication with foreign teacher is for better teaching and kids' learning.
  - (2) About the time management of the foreign teacher :
    - A. The co-teachers found that the foreign teacher makes some efforts in time control and sometimes delays the child's rest time. The reason is that there is room for improvement in the allocation and mastery of each 40 minutes.
    - B. Each of the collaborative teachers share their time control in the English class, giving the foreign teacher a chance to hear different voices.
    - C. Foreign teacher's response: I hope that every child has the opportunity to participate in my class. Therefore, the disadvantaged children will have the opportunity to answer the questions and be able to wait for more time by me. The English teachers can quite understand the foreign teacher's statement.

Therefore, how to achieve balance is the focus of our consideration and we can make progress.

(3) About the feedback of all the teachers :

- A. At the beginning of the class, we should enter the plan's warm-up activities for 5-10 minutes.
- B. During the discussion, the teachers also agreed with the efforts of the foreign teacher. Continue to give support to foreign teacher.
- C. The foreign teacher mentioned that the rewarding system may help the children to be more focused. It is recommended that the English teachers who collaborate with the foreign teacher to use the rewarding system. The English teachers can use them according to the actual situation in class.
- D. It is recommended that the foreign teacher explains the grammar shortly. You can try to use a brief explanation or use the activity to deepen the student's impression. The statement makes the weak learner not to understand the whole process because of the long explanation. (You can ask the teacher to explain in Chinese)
- E. The grammar review is good, but it takes a long time to explain and compress the main teaching focus of the class, and it is recommended to shorten the grammar interpretation.
- F. There are many teaching priorities or activities that allow children to respond. You can try more activities.



Points table for class competition

Cute star points to motivate children

2. Responsibility for the mid-term written test: Please see the table below.

**(1) Date of submission:** Submit the test paper to **Tr. Patty** before **10/19**.

- (2) **Assisting the examination:** In the process of issuing the examination, the teachers of the same grade must assist in checking the examination questions and providing consultation.
- (3) **Grading:** The person who made the test questions is the person who scored, and the written test scores should be given to the class homeroom teachers.

Grades	Examiner	Assistance	Grader
G3	Nadia	Lillian	Nadia
G4	Nadia	Annie / Patty	Nadia
G5	Lillian	Belle	Lillian
G6	Patty	Nadia	Patty

3. The foreign teacher's question about teaching :

- (1) **Question from foreign teacher:** Tr. Nadia has already completed 22 English classes. According to the contract, she should not have more remedial classes
- (2) **English teacher's instructions:** The English remedial teaching class has been going on for many years in Ke-Yuan, and all the English teachers are obligated (without hourly fees) to assist children who need remedial teaching and learning from the third to sixth grades.
- (3) **According to the contract:** When the foreign teacher conducts remedial teaching, a companion translation of the co-teacher is required. For this reason, Tr. Patty arranged Lillian's time to be the same as Tr. Nadia's time. The teaching location is located in the inner and outer areas of B1 classroom. Lillian can support and assist Tr. Nadia.

Teachers	Nadia	Patty	Lillian	Belle
Normal teaching course periods	22	20	14	9
Extra English corner periods	1	1	1	1
<b>Actual periods of classes</b>	<b>23</b>	<b>21</b>	<b>15</b>	<b>10</b>



The foreign teacher took out the contract.

Teachers share their views on English corner.

4. English teaching observation:

- (1) **Participants:** Tr. Patty and Tr. Nadia.
- (2) **Time for class observation:** After the midterm of the semester, we need to confirm it again and notify the Academic Affairs Office as soon as possible after confirmation.
- (3) **Provide advice and assistance:** Lillian, Annie, Joyce, Belle and Phoebe.

5. Discussion on international volunteer duty:

- (1) All teachers confirm the time for international volunteers to enter the class starting next week.
- (2) Thanks to all the teachers for the assistance to the international volunteer.
- (3) International volunteer will enter each classroom twice in the next six weeks, about 20 minutes each time.
- (4) **Implementation:** The course of international volunteer will be conducted in the classroom of the foreign teacher. If the progress of the original course is delayed, English teachers will be required to make up English class.
  - A. The first class: The international volunteer will introduce themselves to the students.
  - B. The second class: Students in each class provide feedback to international volunteer.
- (5) **English team's suggestion:** It is recommended that international volunteers only enter the lower grades once. The ability of the lower grades has not yet been cultivated, and it is more difficult to give feedback to international volunteer. On the other hand, English teachers only have one English lesson per week and there is not enough time to guide students. It will become a burden on the homeroom teachers and have a negative impact.

教務主任		學務主任		總務主任		輔導主任		校長	
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