2017-2018



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Cahier de la maitresse

S’organiser pour ne rien oublier !

Ce cahier appartient à

# Informations personnelles

Poste occupé :

Mail :

Mon école :

Adresse :

Téléphone : Mail :

Directrice : Circonscription :

L’emploi du temps de l’école

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Jour | Horaires | Durée | TAP | Garderie périscolaire |
| Lundi | 8h45 – 12h 13h45 – 16h30 | 6h | - | 7h30-8h3516h30-18h30 |
| Mardi | 8h45 – 12h13h45 – 15h30 | 5h | 15h30-16h30 |
| Mercredi | 9h – 12h | 3h | - |
| Jeudi | 8h45 – 12h13h45 – 15h30 | 5h | 15h30-16h30 |
| Vendredi | 8h45 – 12h13h45 – 15h30 | 5h | 15h30-16h30 |
| 24h + 1h d’APC mardi ou jeudi soir |

Accueil en classe ou dans la cour 10 min avant l’heure indiquée.

## Mes collègues

|  |  |  |  |
| --- | --- | --- | --- |
| Classe | Nom | Mail | Téléphone |
| TPS-PS |  |  |  |
| MS |  |  |  |
| GS |  |  |  |

IEN :

# La circonscription

Conseillers pédagogiques :

Adresse :

Téléphone : Mail :

Secrétaire :

## RASED :

|  |  |  |  |
| --- | --- | --- | --- |
|  | Nom | Mail | Téléphone |
| Maitre E |  |  |  |
| Maitre G |  |  |  |
| Psychologue scolaire |  |  |  |
| Enseignant référent |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Niveau | N° | NOM | Prénom | Né(e) le | Sexe | Informations importantes |
| MS | 1 |  |  |  |  |  |
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| Filles | Garçons | Total |
|  |  |  |

# Liste des élèves

## BO N°8 DU 21 février 2013

# Suivi des 108 h

Les 108 heures annuelles se répartissent ainsi pour les enseignants exerçant à temps plein en classes « ordinaires » :

* 60 heures d’aide personnalisée, dont 36 heures d’activités pédagogiques complémentaires auprès des élèves et 24 heures de travail pédagogique dans le cadre du projet d’école
* 24 heures consacrées au travail en équipe, aux relations avec les parents et au suivi des élèves handicapés
* 18 heures consacrées aux animations pédagogiques
* 6 heures consacrées à la participation aux conseils d’école.

## AIDE PERSONNALISÉE (60 heures = 3600 minutes)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Du | Au | Nb séances x durée d’une séance | = temps total réalisé | Cumul | Lieu |
| \_\_ / \_\_ /\_\_\_ | \_\_ / \_\_ /\_\_\_ | \_\_\_ x \_\_\_\_\_ min | \_\_\_\_\_\_\_\_\_ min | \_\_\_\_\_\_\_\_ min |  |
| \_\_ / \_\_ /\_\_\_ | \_\_ / \_\_ /\_\_\_ | \_\_\_ x \_\_\_\_\_ min | \_\_\_\_\_\_\_\_\_ min | \_\_\_\_\_\_\_\_ min |  |
| \_\_ / \_\_ /\_\_\_ | \_\_ / \_\_ /\_\_\_ | \_\_\_ x \_\_\_\_\_ min | \_\_\_\_\_\_\_\_\_ min | \_\_\_\_\_\_\_\_ min |  |
| \_\_ / \_\_ /\_\_\_ | \_\_ / \_\_ /\_\_\_ | \_\_\_ x \_\_\_\_\_ min | \_\_\_\_\_\_\_\_\_ min | \_\_\_\_\_\_\_\_ min |  |
| \_\_ / \_\_ /\_\_\_ | \_\_ / \_\_ /\_\_\_ | \_\_\_ x \_\_\_\_\_ min | \_\_\_\_\_\_\_\_\_ min | \_\_\_\_\_\_\_\_ min |  |
| \_\_ / \_\_ /\_\_\_ | \_\_ / \_\_ /\_\_\_ | \_\_\_ x \_\_\_\_\_ min | \_\_\_\_\_\_\_\_\_ min | \_\_\_\_\_\_\_\_ min |  |
| \_\_ / \_\_ /\_\_\_ | \_\_ / \_\_ /\_\_\_ | \_\_\_ x \_\_\_\_\_ min | \_\_\_\_\_\_\_\_\_ min | \_\_\_\_\_\_\_\_ min |  |

##  CONSEILS D’ÉCOLE (6h = 360 minutes)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Heure  | Durée | Cumul | Lieu | Objet |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |

## FORMATIONS ET ANIMATIONS PÉDAGOGIQUES (18h = 1080 minutes)

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| --- | --- | --- | --- | --- | --- |
| Date | Heure | Durée | Cumul | Lieu | Objet |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |

## RÉCAPITULATIF ANNUEL (en minutes)



## CONSEILS DE MAITRES OU DE CYCLE (24 h = 1440 min, y compris les rencontres parents, ci-contre)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Heure | Durée | Cumul | Lieu | Objet |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |

##  LES RENCONTRES PARENTS (collectives ou individuelles, à additionner aux temps de conseils)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Heure  | Durée | Cumul | Lieu | Objet / motif |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
| \_\_ / \_\_ /\_\_\_ |  | \_\_\_\_\_ min | \_\_\_\_\_ min |  |  |
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| AOUT | SEPTEMBRE | OCTOBRE |
| 1 | M |   | 1 | V | Pré-rentrée | 1 | D |   |
| 2 | M |   | 2 | S |   | 2 | L |   |
| 3 | J |   | 3 | D |   | 3 | M |  |
| 4 | V |   | 4 | L | Rentrée  | 4 | M |  |
| 5 | S |   | 5 | M |  | 5 | J |  |
| 6 | D |   | 6 | M |  | 6 | V |  |
| 7 | L |   | 7 | J |  | 7 | S |  |
| 8 | M |   | 8 | V |  | 8 | D |  |
| 9 | M |   | 9 | S |  | 9 | L |  |
| 10 | J |   | 10 | D |  | 10 | M |  |
| 11 | V |   | 11 | L |  | 11 | M |  |
| 12 | S |   | 12 | M |  | 12 | J |  |
| 13 | D |   | 13 | M |  | 13 | V |  |
| 14 | L |   | 14 | J |  | 14 | S |  |
| 15 | M |   | 15 | V |  | 15 | D |  |
| 16 | M |   | 16 | S |  | 16 | L |  |
| 17 | J |   | 17 | D |  | 17 | M |  |
| 18 | V |   | 18 | L |  | 18 | M |  |
| 19 | S |   | 19 | M |  | 19 | J |   |
| 20 | D |   | 20 | M |  | 20 | V |   |
| 21 | L |   | 21 | J |  | 21 | S |   |
| 22 | M |   | 22 | V |   | 22 | D |   |
| 23 | M |   | 23 | S |   | 23 | L |   |
| 24 | J |  | 24 | D |   | 24 | M |   |
| 25 | V |  | 25 | L |   | 25 | M |   |
| 26 | S |  | 26 | M |  | 26 | J |   |
| 27 | D |  | 27 | M |   | 27 | V |   |
| 28 | L |  | 28 | J |  | 28 | S |   |
| 29 | M |  | 29 | V |   | 29 | D |   |
| 30 | M |  | 30 | S |  | 30 | L |   |
| 31 | J |  |   |   |   | 31 | M |  |

# Calendrier

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| --- | --- | --- |
| NOVEMBRE | DECEMBRE | JANVIER |
| 1 | M | *Toussaint* | 1 | V |  | 1 | L | *Jour de l'an* |
| 2 | J |   | 2 | S |   | 2 | M |   |
| 3 | V |  | 3 | D |   | 3 | M |   |
| 4 | S |   | 4 | L |   | 4 | J |   |
| 5 | D |   | 5 | M |   | 5 | V |  |
| 6 | L |   | 6 | M |  | 6 | S |  |
| 7 | M |   | 7 | J |  | 7 | D |  |
| 8 | M |   | 8 | V |  | 8 | L |  |
| 9 | J |   | 9 | S |  | 9 | M |  |
| 10 | V |  | 10 | D |  | 10 | M |  |
| 11 | S | *Armistice 1918* | 11 | L |  | 11 | J |  |
| 12 | D |   | 12 | M |  | 12 | V |  |
| 13 | L |   | 13 | M |  | 13 | S |  |
| 14 | M |   | 14 | J |  | 14 | D |  |
| 15 | M |   | 15 | V |  | 15 | L |  |
| 16 | J |  | 16 | S |  | 16 | M |  |
| 17 | V |  | 17 | D |  | 17 | M |  |
| 18 | S |   | 18 | L |  | 18 | J |  |
| 19 | D |   | 19 | M |  | 19 | V |  |
| 20 | L |   | 20 | M |  | 20 | S |  |
| 21 | M |   | 21 | J |  | 21 | D |  |
| 22 | M |   | 22 | V |   | 22 | L |  |
| 23 | J |   | 23 | S |   | 23 | M |  |
| 24 | V |  | 24 | D |   | 24 | M |  |
| 25 | S |   | 25 | L | *Noël* | 25 | J |  |
| 26 | D |   | 26 | M |   | 26 | V |  |
| 27 | L |   | 27 | M |   | 27 | S |  |
| 28 | M |   | 28 | J |   | 28 | D |   |
| 29 | M |   | 29 | V |   | 29 | L |   |
| 30 | J |  | 30 | S |   | 30 | M |   |
|   |   |   | 31 | D |   | 31 | M |   |

# Calendrier

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| FEVRIER | MARS | AVRIL |
| 1 | J |   | 1 | J |   | 1 | D |   |
| 2 | V |  | 2 | V |   | 2 | L |   |
| 3 | S |   | 3 | S |   | 3 | M |   |
| 4 | D |   | 4 | D |   | 4 | M |   |
| 5 | L |   | 5 | L |   | 5 | J |  |
| 6 | M |   | 6 | M |   | 6 | V |  |
| 7 | M |   | 7 | M |   | 7 | S |   |
| 8 | J |   | 8 | J |  | 8 | D |   |
| 9 | V |  | 9 | V |  | 9 | L |   |
| 10 | S |   | 10 | S |  | 10 | M |   |
| 11 | D |   | 11 | D |  | 11 | M |   |
| 12 | L |   | 12 | L |  | 12 | J |   |
| 13 | M |   | 13 | M |  | 13 | V |  |
| 14 | M |   | 14 | M |  | 14 | S |   |
| 15 | J |   | 15 | J |  | 15 | D | *Pâques* |
| 16 | V |  | 16 | V |  | 16 | L | *Lundi de Pâques* |
| 17 | S |   | 17 | S |  | 17 | M |  |
| 18 | D |   | 18 | D |  | 18 | M |   |
| 19 | L |   | 19 | L |  | 19 | J |  |
| 20 | M |   | 20 | M |  | 20 | V |   |
| 21 | M |   | 21 | M |  | 21 | S |   |
| 22 | J |   | 22 | J |  | 22 | D |   |
| 23 | V |  | 23 | V |  | 23 | L |   |
| 24 | S |   | 24 | S |   | 24 | M |   |
| 25 | D |   | 25 | D |   | 25 | M |   |
| 26 | L |   | 26 | L |   | 26 | J |   |
| 27 | M |   | 27 | M |   | 27 | V |   |
| 28 | M |   | 28 | M |   | 28 | S |   |
|  |  |  | 29 | J |   | 29 | D |   |
|  |  |  | 30 | V |  | 30 | L |   |
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# Calendrier

|  |  |  |
| --- | --- | --- |
| MAI | JUIN | JUILLET |
| 1 | M | *Fête du travail* | 1 | V |  | 1 | D |   |
| 2 | M |   | 2 | S |   | 2 | L |   |
| 3 | J |  | 3 | D |   | 3 | M |   |
| 4 | V |   | 4 | L |  | 4 | M |   |
| 5 | S |   | 5 | M |  | 5 | J |   |
| 6 | D |   | 6 | M |  | 6 | V |   |
| 7 | L |   | 7 | J |  | 7 | S |   |
| 8 | M | *Victoire 1945* | 8 | V |   | 8 | D |   |
| 9 | M |   | 9 | S |   | 9 | L |   |
| 10 | J | *Ascension*  | 10 | D |   | 10 | M |   |
| 11 | V |  | 11 | L |   | 11 | M |   |
| 12 | S |   | 12 | M |   | 12 | J |   |
| 13 | D |   | 13 | M |   | 13 | V |   |
| 14 | L |   | 14 | J |  | 14 | S | *Fête Nationale* |
| 15 | M |   | 15 | V |  | 15 | D |   |
| 16 | M |   | 16 | S |   | 16 | L |   |
| 17 | J |  | 17 | D | FETE DES PERES  | 17 | M |   |
| 18 | V |  | 18 | L |   | 18 | M |   |
| 19 | S |  | 19 | M |   | 19 | J |   |
| 20 | D | *Pentecôte* | 20 | M |   | 20 | V |   |
| 21 | L | *Lundi Pentecôte* | 21 | J |   | 21 | S |   |
| 22 | M |  | 22 | V |  | 22 | D |   |
| 23 | M |  | 23 | S |   | 23 | L |   |
| 24 | J |  | 24 | D |   | 24 | M |   |
| 25 | V |  | 25 | L |   | 25 | M |   |
| 26 | S |  | 26 | M |   | 26 | J |   |
| 27 | D | FËTE DES MERES | 27 | M |   | 27 | V |   |
| 28 | L |  | 28 | J |  | 28 | S |   |
| 29 | M |  | 29 | V |  | 29 | D |   |
| 30 | M |  | 30 | S |   | 30 | L |   |
| 31 | J |  |   |   |   | 31 | M |   |

# Calendrier

##

# Période 1 :

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Matière | Semaine 1 | Semaine 2 | Semaine 3 | Semaine 4 | Semaine 5 | Semaine 6 | Semaine 7 |
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## Notes :

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| Matière | Semaine 1 | Semaine 2 | Semaine 3 | Semaine 4 | Semaine 5 | Semaine 6 | Semaine 7 |
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# Période 3 :

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# Période 5 :

# Aide personnalisée

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# Suivi des documents à rendre

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Trucs en vrac

# Sommaire

[Informations personnelles 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750852)

[La circonscription 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750853)

[Liste des élèves 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750854)

[Suivi des 108 h 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750855)

[Calendrier 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750856)

[Calendrier 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750857)

[Calendrier 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750858)

[Calendrier 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750859)

[Période 1 : 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750860)

[Période 2 : 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750861)

[Période 3 : 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750862)

[Période 4 : 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750863)

[Période 5 : 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750864)

[Aide personnalisée 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750865)

[Suivi des documents à rendre 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750866)

[Trucs en vrac 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750867)

[Sommaire 1](file:///E%3A%5CUsers%5CStef%5CDocuments%5CTravail%5CEcoles%5CMon%20cahier%20de%20maitresse.docx#_Toc490750868)