Department Meeting Minutes - 10/10/2023

1. Schoolpal

Please get your course updated in weekly basis ---- at least one assignment per week(can be homework, quiz, classwork, project...), at least one monthly records of average performance and attendance.

2. Teachers workshop --- starts after mid-term

Help teachers in current teaching

Gather ideas, what do we want to do together?

3. New feather training --- workshop for math group

What problem do you have during your teaching? DDL 19/10/2023(Thursday)

4. Mid-term exam week:

A. M1M2M3H1(exclude LAP H1) will have regular class on Monday and exams start from Tuesday; H2H3H4,LAP,Alevel will start exams on Monday.

B. 20th，students day off, all teacher have course analysis meeting:

8:30-10:00 AP course meeting

10:30-11:45 Alevel&IG course meeting

14:30-15:30 non-AP/Alevel/IG course meeting

AP&Alevel&IG Course Analysis criteria:

1. progress check
2. expected finish date (estimate)
3. students falling behind and how to help them
4. potential score 5/A/A* students
5. Potential score 4/B students
6. self evaluation on the homework and quiz workload
7. *class activities sharing & tips for managing the class

Non AP/Alevel/IG course analysis criteria:

1. Progress check(compare with planned syllabus)
2. Class activities(project, lab...)
3. Top students rate(80+)
4. Bottom students rate(40-)
5. Ways to help bottom students
6. Problems of this class and potential solutions
7. Any support request from the school

ALL ANAYSIS IS BASED ON MID-TERM EXAM ORIGINAL SCORE

C. 17:00, 20th, DDL for sending me your course mid term score（with original score and initial curved score）, curve formula: curve score=100^(1-factor)*original score^factor

	Original	Curving facto	0.5
Amy	65	80.6225775	
Lawrence	68.5	82.7647268	
Davie	79	88.8819442	
Louis		0	
Jalen	79	88.8819442	
Allen	91	95.3939201	
Kevin	95	97.4679434	
Tina	84	91.6515139	
James	88	93.8083152	
Leon	43	65.5743852	
Lily	79	88.8819442	
Lynn	31	55.6776436	
Kerwin	55	74.1619849	
Mavis	10	31.6227766	
Lisa	41	64.0312424	
Niki	46	67.8232998	
Yoyo	40	63.2455532	
Jeff	58	76.1577311	
Yolu	62.5	79.0569415	
Luna	74	86.0232527	
Johnny	84	91.6515139	
Average	63.65	74.4467216	

D. 24th, confirmed score send back to you.

E. 17:00, 25th, DDL for updating the Schoolpal with grades and comments.

F. 29th , off-line parents meeting(Sunday), please get prepared and we all need to be here.

5. DDL for submitting the Final exam paper is 16/11/2023.

Issues when I check mid-term exam paper:

A. File name: standard file name, not 'G1 Chemistry'

B. Exam duration time -- correct

-- science need to state separately, do not combine

C. Specify tools, important

D. Year need to be correct, 2023-24 Fall semester Final Exam

6. 11.17 sports day, all classes will be canceled that day.

7. Letter of recommendation

A. H4 students - 10.15 universities start to close early submission

B. Cialfo system, you will receive an invitation email in your @sendelta.com email box, follow email to setup your account and password, then submit file give evaluation from your account.

Hello Yaqin!

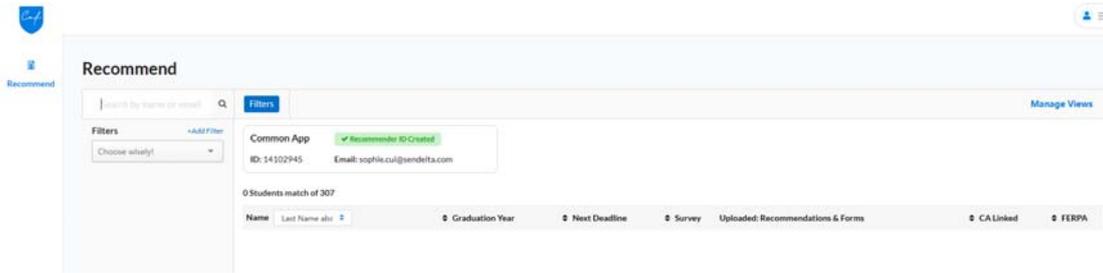Here are your Sendelta International Academy Shenzhen Cialfo account details.

Sendelta International Academy Shenzhen

Sendelta International Academy Shenzhen

Link: https://siasz.cialfo.co/
Email: sophie.cui@sendelta.com

Setup Your Profile

8. Alpha program (not alpha class) --- 200+ students

We need to know these kids very well and AAO will monitor these students and check their performance weekly or biweekly.

Leader of alpha program --- Yu Peng & May Qian

9. Open class is coming --- Week 12

2 volunteers in Math group(including computer science)

2 volunteers in Science group

Math group		
Science group		

10. Night study --- do not just sit in the front, need to walk around from time to time and always focus on what student is doing.

11. Issue monthly academic warning letter

--- for any students fail to submit homework for 3 times within a month

---use template to issue the warning letter and send PDF file to his/her homeroom teacher, meanwhile, record it into form(SAO will follow)