

الجمهورية الجزائرية الديمقراطية الشعبية

People's Democratic Republic of Algeria

وزارة التعليم العالي والبحث العلمي

Ministry of Higher Education and Scientific Research

Teachers' Training School Constantine

Department of Training



The interview guide

(To be referred to during the trainees' 1st visit to the training school)

The interview with the training school headmaster (or his representative) should target:

I. The presentation of the host school

- Name :
- Geographical position
- Date of inauguration
- The institution : boys girls mixed

II. The Structure

- Number of classrooms:
- Number de laboratories:
- Number de play grounds:
- Refectory: yes no
- Sports hall: yes no
- Computing room: yes no
- Library : number of books:
- Is it frequently used? yes no
- Student's cafeteria: yes no
- Amphitheater: yes no
- Number of seats:

III. Pedagogical card

Year	Number of divisions	Total number of pupils	Girls	Repetitives
1 ^{ère} AS/AM				
2 ^{ème} AS /AM				
3 ^{ème} AS / AM				
4 ^{ème} AM				

Total number of teachers: including women

Number of teachers of English: including women

IV. Absences rate

- of pupils: low medium high
- of teachers: low medium high
- main causes (of absences) for pupils:
-
-
- main causes (of absences) for teachers:.....
-
-

V. Administrative presentation

- Headmaster : Deputy head : Administrator:
- General supervisor : Pedagogical assistant:
- Laboratory assistant : Librarian :

VI. Cultural and sports activity

▪ Active : well very well with difficulties

▪ Number of workshops

Listing them:.....
.....

▪ The awards : cups medals won

VII. Pupils' parents Association (is there any)

▪ If it is active : well very well with difficulties

▪ Its main actions :.....
.....

VIII. The school's relations

- With the direction of education:.....
- With the local authorities:.....

IX. Discipline

▪ Of pupils : good acceptable not satisfactory

▪ Of teachers : good acceptable not satisfactory