**ISTITUTO COMPRENSIVO «Pio Fedi» GROTTE S. STEFANO**

**VITERBO**

**RELAZIONE FINALE DOCENTE**

**FUNZIONE STRUMENTALE AL PTOF**

**Area 5: Ptof, Progetti, Curricolo**

DOCENTE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ANNO SCOLASTICO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Compiti:**

* aggiornamento e coordinamento del PTOF, coadiuvata dalle altre FF.SS;
* predisposizione in collaborazione del pieghevole, in formato digitale, per l'utenza riportante informazioni relative al PTOF;
* raccolta proposte e analisi dei bisogni;
* attività di potenziamento e qualificazione della Scuola (es. concorsi, progetti, gare, iniziative, ecc....);
* raccolta, monitoraggio, valutazione e cura dei progetti;
* monitoraggio ed eventuale revisione del Curricolo.
1. **OBIETTIVI PREFISSATI E RISULTATI RAGGIUNTI (con indicazione dei motivi che hanno favorito/ostacolato il pieno raggiungimento degli obiettivi)**

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1. **SINTESI DELLE ATTIVITÀ E DELLE INIZIATIVE ATTUATE**

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1. **EVENTUALI CONTATTI CON I REFERENTI DELLE ALTRE FUNZIONI STRUMENTALI**

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1. **EVENTUALI ALTRI CONTATTI O INCONTRI**

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1. **EVENTUALI DOCUMENTI O STRUMENTI PRODOTTI**

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1. **EVENTUALI ATTIVITÀ FORMATIVE (partecipazione a corsi, seminari specifici di formazione e autoaggiornamento)**

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**7. COMMISSIONE**

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| **DOCENTE** | **DATA** | **ORE** |
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1. **PROPOSTE CONCRETE PER LO SVILUPPO DELLA FUNZIONE E LA RIPROGETTAZIONE**

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