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

**VITERBO**

**RELAZIONE FINALE DOCENTE**

**FUNZIONE STRUMENTALE AL PTOF**

**Area 6: Viaggi di istruzione**

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

**Compiti:**

- raccoglie le proposte relative ai viaggi d’istruzione predisposte dai Consigli di Classe, redatte in coerenza con la programmazione coordinata del Consiglio di classe.

- coordina le iniziative di viaggio e formula un piano generale delle stesse, sulla base delle proposte e delle indicazioni fornite dagli Organi Collegiali competenti, verificando che i progetti siano conformi alla normativa e corredati della documentazione prescritta.

- esprime pareri e proposte in merito ai viaggi d’istruzione al Dirigente Scolastico e al Consiglio d’Istituto.

- cura la corretta applicazione degli adempimenti previsti dal Regolamento in materia di viaggi d’istruzione e visite guidate.

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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