Inclusive Education Open Day

Terms of Reference for Participating Schools

Project: Promoting the Right to Education for Learners with Disabilities in Cameroon

Proposed date: Friday, 20 November 2026

Location: Mezam

Venue: GBHS Bamenda

1 Purpose

To encourage the enrolment and retention of children with disabilities by showing families how participating government schools support access, participation and learning.

2 Coordination Team

- Coordinating team will be made up of the following:
    - The Leads of the School Inclusion Teams (Primary and Secondary Schools) = 4 people
    - The CBR Field Worker in the Division = 1 person
    - The OPD lead in the Division = 1 person
    - Divisional Focal Person for IE = 1 person

  Total number of persons for the committee = 7 people

3. What each school will do.

- Prepare a small display of inclusive education practices, using photographs, adapted teaching materials, locally made resources or assistive tools.
- Explain and demonstrate inclusive teaching approaches, as described under point 3.
- Provide enrolment information and explain available support to parents and caregivers.
- Share at least one achievement, at least one remaining barrier and at least one planned improvement.
- Help mobilise at most 50 families, particularly those with children with disabilities who are out of school, in coordination with the local organising team and Community-Based Rehabilitation (CBR) staff.

- Submit a list of resources needed to the project team in advance, indicating what the school can provide and what support it is requesting. Project support will be subject to approval and available resources.

Schools will use available resources. Expensive displays or new equipment are not required.

3 Demonstration of inclusive teaching practices

Each school will prepare a short practical demonstration at its display stand. A teacher may:

- Use a tactile resource to explain a concept.
- Present instructions through speech, pictures and objects.
- Adapt a reading or assessment activity.
- Enable learners to respond in different ways while meeting the same learning objective.

The teacher will explain the learning objective, demonstrate the approach and describe how it supports learners.. A full demonstration lesson is not required.

4 School representatives

Each school will designate a small team comprising a school leader and one or two teachers. A parent representative may join where feasible. Learner participation will be voluntary, appropriately supported and based on the necessary consent.

5 Good practices recognition

Schools will receive feedback and may receive awards recognising inclusive teaching, accessible environments, useful learning materials, learner participation and collaboration with families and community services. Assessment criteria will be shared before the event. Practical, low-cost approaches will be recognised.

6 Accessibility and safeguarding

Schools will make displays easy to understand and accessible to visitors with disabilities. They will protect learners' dignity and confidential information and obtain appropriate permission for photographs or recordings.

7 Coordination and follow-up

A designated coordinator will lead preparations in each location. The project team will provide direct support in Mezam and remote support in Kumbo and Nkambe. Co-hosting schools will assist with venue arrangements. Logistics and any project-funded support will be confirmed before the event.

After the Open Day, each school will follow up on enrolment enquiries and identify one or two practical improvements, with a responsible person and target date.

School focal person: _____ Contact: _____