

INCLUDE ME
04th - 10th October 2019
LTT Project meeting / France
Agreement



- 1) The project activities, results and outcomes** were overviewed.
- Do we need to change any of the activities?
 - If there are problems in contacting and delivering news about the project in the local newspaper, articles for the project will be written and released in the school newspaper or school website after each meeting.

2) Overview program meeting in France

France team proposed a program after discussion with the project coordinator, according to the goals of this meeting.

The following are the topics that students researched prior to the meeting:

1. Prepare a text or a choregraphy based on the song : **This Me**
(from “ The great showman” movie)
2. GREECE: -Cooperative Learning
3. ITALY: -Peer Tutoring
4. GERMANY: -Project Based Learning
5. FRANCE: - Student-Led Performances
6. POLAND: - Physical Fitness Programs -Beyond Sports

We'll organize also some activities during the meeting such as

Theatre
Music
Dance
Graphics
Cinema

3) MEETINGS

2nd meeting: LTT GERMANY 18-24 MARCH 2019 PROJECT BASED
LEARNING (19-23 March)

3rd meeting: LTT GREECE MAY 2019 COOPERATIVE LEARNING (14
-18 May)

4th meeting: LTT FRANCE OCTOBER 2019 STUDENTS LED
PERFORMANCE (04/10 – 10/10)

5th meeting: LTT POLAND MAY 2020 PHYSICAL FITNESS
PROGRAMS-BEYOND SPORTS (18-22 May ?)

3. IMPLEMENTATION

All the partners will be responsible for the implementation of the Project in the partner school and the main tasks will be distributed among like below:

Coordination (ITALY)

Facebook and Instagram pages (ITALY)

Dissemination video and CD (ITALY)

Project Website (POLAND)

Project E-twinning platform (GERMANY)

E-book about the 5 news strategies (GERMANY)

Logo competition (Each country)

Project poster (GREECE)

Project Photoblog (GREECE)

Digital Newspaper (GREECE)

Magazine (GREECE) all the partner schools will send the documents to Greece after each meeting to produce an e-magazine. It should contain information and photos about before the meeting, during the meeting and after the meeting activities

Language dictionary (FRANCE)

Questionnaire, evaluation papers and observation documents at the beginning and at the end of the project (FRANCE)

Newsletters/Newspaper after the meetings (Hosting Country)

Writing articles for the local newspaper (Each country)

Mobility Questionnaire (Hosting country)

Europass Mobility Certificate (Each country if they need to)

Certificate of attendance for each meeting (Hosting country)

Progress report (each country)

Final report (Coordinator and each country)

The general monitoring and coordination will be managed by the Italian school. This means that the Italian school will be responsible for preparing and leading the planning and evaluation stages at the meetings/learning/teaching activities. The Italian school will also take care to ensure that all commitments made in the application are adhered to by all schools. The regular preparation and analysis of the progress report will help to ensure this. Italy, as the project coordinator, will be the "center" keeping balance among partners, encouraging dynamic action offering advice in all stages of the Project.

Each school will be asked to do the same task at the same period of time and there will always be deadlines which have to be met. It would be better to write the emails to everyone for a better understanding and avoiding time waste and reputation of the answers.

Please take care about the timeline in which we have to make our task, it's really important to respect each step of the project with the right time.

4. What do we pay? How?

The discussions about the methods and amount of payment took place before the meeting, through messages by e-mail or Facebook messenger. Therefore, all partners knew all costs before coming to France. The partners paid the expenses and got bills and receipts for food and accommodation.

5. Report evaluation meeting in Greece and Newsletter:

The Host school thanked to all the partners for filling the survey for the meeting in Greece. The results show that everybody enjoyed the meeting and the activities carried out for five days.

6. What has happened since the last meeting in our schools?

In Italy:

- We prepared and published what happened during the third LTT in Kavala on the project corner
- We wrote an article and sent it to the local newspaper to be published
- We shared through Etwinning platform all the documents and files we made during the meeting
- A meeting with students, teachers , headmaster and staff of administration office who participated to the LTT meeting was held and the feedback about how the work was done has been received.
- Mobility tool and Erasmus Dashboard (Beneficiary Project Details) continue to be filled
- We introduced the topics for the LTT meeting in France to the students and got them to make products and chose the best ones
- The teachers and the students are selected from the ones:
Who are interested in the topic, Who can speak English, Are good at IT, Have good communication skills, good behaviour and good quality.
- Articles for the e-magazine has been written

- We have short time before the end of school, examination and baccalauréat to make a lot of thing.
- We make the balance of Kavala meeting and use photographs to make a diaporama .

- We have a short meeting with the headmaster and the 3 coordinators of the 3 Erasmus Plus Projects in our school to organize the way we include them in our school life.
- We continue to find drawing to the 2020 calendar.
- We organize Perpignan's meeting between teachers and students and partners in town or around.
- We try to include new students in our Erasmus Plus Team.

In Greece:

- We informed teachers and students about the meeting in France
- We wrote an article for the local newspaper
- We upload material to the projects newspaper
- We published posters in the project corner
- We prepared Europass mobility certificates
- We prepared a progress report to inform teachers and students in our school
- We selected the students for the meeting in France and organized the activities
- We organized the trip (tickets – brochures)
- We published photos on the Projects newspaper from the meeting in Greece

6. Organisation of the meetings:

The host country will try to arrange the best options for accommodation, transport, workshops, food and the visits for the guests. Costs like transportation, entries, food, etc ... should be paid by the visitors with minimum price. Take care for the budget during the meetings!

All the partners agreed that at each meeting local institutions, universities, municipalities, NGOs and the companies will be visited and presentations, workshops and question sessions will be held.

In every meeting “teachers meetings” will be held to discuss the details and to plan the next meetings and overview the project implementation. For the teachers meetings there will be one chairman and one assistant writing the agreement with the project coordinator.

Agreements and Newsletter of the meetings should be written and sent to all the partners and also put in the website of the project.

Each hosting school prepares a report (Newsletter) about the hosted meeting and provides it to everybody. It should have mobility description (aims,

activities and outcomes of the mobility activity, minutes of each meeting etc...) with some photos.

7. Documents needed for the meetings?

Do you need an invitation letter for the meetings? Program for the meeting and the matching list for the students who is hosting who, telephone number, emails and address of the host to get the legal permission from the local government. It would be better, if it could be sent one month before the meeting.

8. Evaluation meeting in France

France will prepare an evaluation form for this meeting. Please fill it in. We should do it for each meeting.

9. Certificates:

Certificate of Attendance for the meetings will be organized by the host country for each participant with the signature of the head of the institution.

EUROPASS mobility certificate will be worked out by the coordinator of each partner and it will be prepared for the own participants.

10. Suggestions for the next meeting in Poland?

- a. The date: 13/05/2020 to 19/05/2020
- b. The subjects to be researched on by students (surveys, questionnaires, graphics, research and other products):

Thank you all for your cooperation!

France Project Team

