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STRATEGIC PARTNERSHIP KA2- SCHOOL TO SCHOOL "EUROPE FOR INCLUSION"

Report on Things to do before the SECOND Transnational Meeting in Italy.

This document is used to definitely decide activities to be carried out till the SECOND Transnational Meeting in Italy, which will be held from **20th to 24th May 2017** **ISTITUTO COMPRESIVO SAN DONATO SCHOOL SASSARI – ITALY**

Date: 20st -24th of March 2017 (excluded travelling days)

Place: TAUTSKOLA 99BALTIE ZIRGI – DRUSTI, RAUNAS NOVADS - LATVIA

Time: 21st March 2017 from 10:20 to 12:30, 22nd March 14:00 _ 17:00 (meeting among coordinators)

PARTICIPANTS:

Poland: Beata Mrosek, Lucyna Prajs, Lucyna Donke, Karolina Chalupka, Malgorzata Drozda-Szajek

Turkey: Yakup Ceylan, Mehmet Emin Halat, Sadik Erdogan, Ali Tutluoglu, Huseyin Dam, Faruk Kucuk

France: Laurence Martin, Sylvvy Chabrefy, Isabelle Berlureau

Lithuania: Janina Bartuseviciene, Roma Kandrotiene, Ramune Plentiene, Zivile Valatkiene, Jolita Staciokaite

Latvia: Kristine Liberta, Katrina Dimsons, Ilze Seklina, Sanita Grieze-Bogdanova, Didzis Bremze, Evija Rudzite, Ojars Rode, Benita Zaretoka, Ieva Robalde, Lady Carolina Ruiz, Agnese Klava, Julgi Stalte, Ernests Libietis

Italy: Patrizia Mercuri, Anna Solinas, Gavinuccia Manca, Simona Muroli, Tiziana Maria Roggero

Romania: Diana Elena Chitu, Daniela Vadana, Alina Elena Barcan, Bogdana Valeria Blaga, Florinela Claudia Dogariu

Portugal: Maria Filomena Namora, Maria Amelia Pais, Alice Camarinha, Henrique Algodres, Luis Almeida

Minute taker: Patrizia Mercuri

Objectives of the meeting:

- Overview of what done so far and what to do till the following meeting
- Up to dating the project web site
- Five days learning, teaching and training course: didactic methods for teaching children with mood and behavior disorders, preparing lessons and testing it in the classes
- Presentation of the project to school community

TYP E	ACTIONS TO CARRY OUT WHAT	DEADLINE WHEN	AIM WHY	RESPONSIBLE CONTRIBUTOR S WHO	UPDATED SITUATION
A1	Reading the "Index for Inclusion" by Booth and Ainscow, 2000	September 2014	Knowledge of the scientific framework	All partners	DONE
A2	Elaborating a grid to collect comparative information on the school system strategies for children with special needs in the countries involved	September 2014	A shared grid	All partners	DONE

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A3	Enrolling to E-twinning	September 2014	Etwinning enrollment	All partners	DONE IN FEBRUARY 2015
A4	Setting up a multidisciplinary project teacher-team (Scientific Committee) and designate a leader for each country	October 2014	Group of work	All partners	DONE
A5	Elaborating the Annual Assessment Manual, Annual Quality Manual and trainees' journal	October/November 2014	Manual for the self-evaluation	Italy	DONE
A6	Report about the progress of the work carried out to send to the coordinating school	November 2014	Report on what done so far	All countries	DONE
A6	Feedback from the coordinator on the reports received	November 2014	Report and evaluation on what done so far	Italy	DONE
A6	Sharing results on coordinator report to staff, students and families with regular meeting or publishing the report on the school web sites or on the project web site.	November 2014	Communication	All countries	DONE
C1	<p>Learning, teaching, training activity: Italy</p> <p>Aims: getting to know each other, creating a sense of ownership and starting a positive team building process, ensuring a common level of information and understanding of the project, revising work plan and making agreement on location of tasks and responsibilities, informing participants about contractual and financial regulations, over viewing of the project, introducing the project evaluation and dissemination strategy.</p> <p>Discussing about the comparative information on school systems arrangements as regards children with special educative needs.</p> <p>Overview of what done so far and what to do till the following meeting: elaboration of tools for the self-analysis of inclusion quality in our schools:</p> <ul style="list-style-type: none"> - Defining the objectives of the analysis and how to integrate them into the school planning - Defining the work methodology - How to create the project web site <p>Five days training course: didactic methods for teaching children with dyslexia, preparing a lesson and testing it in the classes</p> <p>Presentation of the project to school community</p>	<p>December 2014</p> <p>WE HAD TO PUT OFF THE VISIT BECAUSE NO COUNTRIES HAD RECEIVED ANY FINANCIAL SUPPORT YET.</p>	<p>Shared decisions on how to carry out the project</p> <p>Procedure to follow divided into clear steps</p> <p>Five days training, learning and teaching course</p>	<p>Italy</p> <p>All the partner countries</p>	<p>DONE</p> <p>12th - 16th January 2015</p>



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A7	Choosing the logo of the project	January 2015	Logo of the project	All countries	DONE FEBRUARY 2015
A8	Creating the project website	January 2015	Project website	Turkey	DONE FEBRUARY 2015
A9	Elaboration of tools for the self-analysis of inclusion quality in our schools: -defining a group for the internal analysis - elaborating questionnaires to give out anonymously thanks to an exchange of proposal in <u>Etwinning platform</u>	January 2015	Questionnaires for the self-inclusion analysis	All countries	DONE FEBRUARY 2015
A9	Giving out questionnaires	February/ March 2015	Analyzing the grade of inclusion in our schools	All countries	DONE
A9	Collecting data	February/March 2015	Analyzing the grade of inclusion in our schools	All countries	DONE
A9	Identifying needs	March/April 2015	Identifying the weak points of our structure	All countries	DONE
A9	Analyzing the possible causes of needs	April 2015	Collecting data for the following phase	All countries	DONE
A9	Communicating the results and defining the priorities in objectives to the coordinating school	At the end of April 2015	Disseminate communication	All countries	DONE
A10	Comparative information on school systems as regards children with special needs Booklet	March 2015	Booklet which will be used to make up the intellectual final output	Italy	DONE
A10	Report about the progress of the work carried out to send to the coordinating school	End of March 2015	Report on what done so far	All countries	DONE
A10	Feedback from the coordinator on the reports received	End of March 2015	Report and evaluation on what done so far	Italy	DONE
A10	Sharing results on coordinator report to staff, students and families with regular meeting or publishing the report on the school web sites or on the project web site.	End of March 2015	Developing Communication	All countries	DONE
M1	First transnational meeting: Romania Sharing opinions on the information on school systems arrangements booklet on children with special educative needs prepared by Italy Overview of what done so far and what to do till the following meeting: - Sharing the results of the questionnaires in the different countries - Find a way for collecting them into a booklet - Up to dating the	March 2015 16 th - 18 th March 2015	Shared decisions on how to carry out the project Procedure to follow divided into clear steps	Romania All countries	DONE

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	project web site				
A11	Collecting questionnaires for analyzing the initial level of inclusion for all the actors involved and the results achieved in the different countries involved	April/May 2015	Booklet which will be used to make up the intellectual final output	Poland	DONE
A12	Report about the progress of the work carried out to send to the coordinating school	May 2015	Report on what done so far	All countries	DONE
A12	Feedback from the coordinator on the reports received	May 2015	Report and evaluation on what done so far	Italy	DONE
A12	Sharing results on coordinator report to staff, students and families with regular meeting or publishing the report on the school web sites or on the project web site.	May 2015	Communication	All countries	DONE
A12	Assessment and evaluation: filling in the first year evaluation manual	August 2015	Annual assessment	All countries. Italy will provide feedback	DONE
C2	Second Learning, teaching and training activity: Poland Overview of what done so far and what to do till the following meeting: <ul style="list-style-type: none"> - Sharing opinions on booklet realized by the Polish team - Discussing on the results obtained - Up to dating the project web site Defining the framework and the items to insert in the Annual Inclusive Plan thanks to an Exchange of proposal in Etwinning platform Five days learning, teaching and training course: didactic methods for developing children's memory and attention in mixed-up abilities classes, preparing a lesson and testing it in the classes	25 th - 29 th May 2015	Annual Inclusive Plan framework Five days learning, teaching and training	Poland All countries	DONE
A13	Creating the shape of an inclusive school; processes and actions for inclusion, from need analysis to multilevel planning and evaluation of process. <ul style="list-style-type: none"> - Annual Inclusion Plan. Organizational and management aspects for incrementing inclusivity in our school 	September 2015	Elaboration of the AIP	All countries	PUT IT OFF TO DECEMBER 2015
A14	<ul style="list-style-type: none"> - Activation of the plan 	October 2015		All countries	PUT IT OFF TO JANUARY 2016
C3	<ul style="list-style-type: none"> - Third Learning, teaching and Training activity: France Jean 	6 th - 12 th December 2015	Five days learning, teaching and	France All countries	DONE



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	<p>Jaures College</p> <ul style="list-style-type: none"> - Five days learning, teaching and training course: didactic methods for teaching foreign children, preparing a lesson and testing it in the classes <p>Overview of what done so far and what to do till the following meeting:</p> <ul style="list-style-type: none"> - Sharing opinions on results on AIP - Discussing on the results obtained - Up to dating the project web site 		training		
A15	<ul style="list-style-type: none"> - AIP BOOKLET 	November 2015	Collecting the different AIP in a booklet	Portugal	PUT IT OFF JANUARY 2016
A16	Report about the progress of the work carried out to send to the coordinating school	December 2015	Report on what done so far	All countries	DONE
A16	Feedback from the coordinator on the reports received	December 2015	Report and evaluation on what done so far	Italy	DONE
A16	Sharing results on coordinator report to staff, students and families with regular meeting or publishing the report on the school web sites or on the project web site.	December 2015	Communication	All countries	DONE
A17	<ul style="list-style-type: none"> - Creating the shape of an inclusive school; processes and actions for inclusion, from need analysis to multilevel planning and evaluation of process. - Personalized Didactic Plan: tool of educative and didactic planning which is elaborated for guaranteeing learning in the respect of the different children's need. 	January 2016	France and Portugal will send the translation of their own PDP to Italy within February. Italy will organize one PDP from the proposal received and send the product to the other Countries. A discussion will follow and in the end one model will be produced		PUT IT OFF TO March 2016
A18	Report about the progress of the work carried out to send to the coordinating school	March 2016	Report on what done so far		DONE
A19	Feedback from the coordinator on the reports received	March 2016	Report and evaluation on what done so far		DONE
A20	Sharing results on coordinator report to staff, students and families with regular meeting or publishing the report on the school web sites or on project website.	March 2016	Communication		DONE
A21	Studying the DIU grids in all schools of the partnership and discuss about it	April 2016	Sharing and discussing about didactic topics	All countries	DONE



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C4	<p>Fourth Learning, teaching and Training activity: Portugal</p> <ul style="list-style-type: none"> - Five days learning, teaching and training course: visual language for children with very special needs, preparing a lesson and testing it in the classes <p>Overview of what done so far and what to do till the following meeting:</p> <ul style="list-style-type: none"> - Sharing opinions on PDP booklet realized by the Turkish team - Discussing on the results obtained - Up to dating the project web site ▪ Defining the framework and the items to insert in the Didactic Inclusive Unit Grid 	2nd – 6th May 2016	Five days learning, teaching and training	Portugal All countries	DONE
A22	Assessment and evaluation: fill in the second year evaluation manual	May 2016		Annual assessment	DONE
A23	Planning activities, organizing learning environment, experimenting methodological approaches towards a model of an inclusive lesson: operative steps and concrete examples	September – October – November 2016		Turkey and Romania All countries	DONE
A24	Planning, recommendations for teachers to help them to cope with learning problems and inclusion issues	September – October – November 2016		All countries	DONE
C5	<p>Fifth learning, teaching and training activity Lithuania</p> <ul style="list-style-type: none"> - 5 days learning, teaching and training course: Didactic Methods for Teaching Children with Mood Disorders <p>Overview of what is done so far and what to do till the following meeting :</p> <ul style="list-style-type: none"> - Discussing about inclusive lessons to be prepared. How much inclusive should they be? - Discussing on the way of assessing results obtained - Discussing about recommendations; how should they look like? - Up-to-dating the project website 	November 2016	5 days learning, teaching and training	Lithuania All countries	DONE
O1	<ul style="list-style-type: none"> • Working at the final product. 	January, February 2017	Each country has to prepare recommendations according to the model and the topic	Italy Poland France Portugal Lithuania Latvia	TO BE DONE



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			<p>given. France is going to prepare the structure of the document before Christmas.</p> <p>Romania and Turkey have to elaborate didactic proposals to be tried out before the meeting in Latvia</p>	Romania Turkey	
C6	<p>Sixth Learning, teaching and Training activity: Latvia</p> <ul style="list-style-type: none"> - Five days learning, teaching and training course: "Didactic methods to teach in classes where children with different problems leading to bad behavior are present" <p>Overview of what done so far and what to do till the following meeting:</p> <ul style="list-style-type: none"> - Up to dating the project web site - Discussion about the inclusive lessons and the recommendations elaborated - Thinking about the final documentation 	<p>March 2017</p> <p>20TH to 24th March 2017</p>	5 days learning, teaching and training	Latvia All countries	DONE
O1	<ul style="list-style-type: none"> • Working at the final product • Assessment and evaluation: filling in the third year evaluation manual 	<p>March, April, May 2017</p> <p>Within 15th April Sending Recommendations to France</p> <p>Within 30th April filling in the Quality Manual</p>	Collecting products and producing the three year assessment booklet	All countries	TO BE completed
M3	<p>Second transnational meeting: Italy</p> <p>Sharing opinions on what done</p> <p>Overview of what done so far and what to do till the following meeting:</p> <ul style="list-style-type: none"> • Up to dating the project web site • Organizing the dissemination event • Final Evaluation • Talking about the final assessment to send to our 	<p>May 2017</p> <p>21st – 24th May 2016</p>	<p>Shared decisions on how to conclude the project</p> <p>Dissemination activity</p>	Italy	TO BE DONE

The Italian Coordinator

Dott.ssa Patrizia Mercuri