Guidelines regarding mobilities

1. COMMUNICATION

- We use the eTwinning site and Twinspace to send and receive messages about the mobilities. Therefore, all teachers taking part in the project must create an account on the site.

- One person from each country will be responsible for getting and responding to e-mails.

- Video conferences will be organized via Google hangout. The time of the conference should be suitable for every partner and arranged before. The aim and the main topics of the conference should be clear and given early enough for the partners to prepare.

- Each time deadlines must be fixed.

2. MOBILITIES

The organizing school creates a document, containing :

1. The exact dates of the mobility, including possible arrival dates and departures :
   Dates of the program
   Can parents , if needed, already host 1 day earlier, or host until 1 day earlier, depending on the departures of the pupils.
2. Best ways of arrival (which airport, train station etc.)
3. The possible ways of transfer from airport, trainstation etc. to the meeting place, will there be a pick-up arranged by the organizing school, or does the visiting school have to arrange on its own. If the latter applies, the organizing school should give advise about the transfer. (traintable, busnr. , etc.)
4. Propositions for the lodging : place, name and prices for hotels, B and B etc. and also what is included in the price (tourist tax, breakfast etc.). Preferably all teachers should stay in the same hotel, B and B. Teachers react to this propositions. If no reaction before the deadline (see below under 5 TIMETABLE), it means they agree. Teachers who want to arrange their own lodging, should mail this to the organizing school.
5. The programme with the activities for 5 days : for the students, teachers accompanying students and, if applicable, teachers attending the trainings). There should be a clear line between the different programs for pupils, accompanying teachers and teachers attending the training (if the latter is applicable).
6. A summary of the work, that has to be done before the meeting by the participating pupils (PPT, clip, documents etc.). However, it should already be discussed during the preceding mobility, which tasks have to be done by the pupils, it now just should be summarized by the organizing school. If the organizing school has a complementary task that should be done by the pupils, it gives a clear description about this task and puts it as a proposition in the first draft of the program. Participating schools can react within 1 week.
7. Matching of the pupils (where applicable) : in order to ensure good matching the following steps have to be followed :
   The organizing schools indicates the possible number of participants for each school. The visiting school replies and communicates the number of pupils that will attend.
   Teachers download the matching forms.

Matching forms are filled in digitally by the pupils.

Pupils mail the forms back to their own teachers

Teachers send the forms **in 1 time, all together** to the organizing school. So please, no sending by pupils or at different times.

The organizing school matches the pupils and sends the results in a list to the participating schools. This list contains also the names and addresses, E-mail, phone numbers etc. of the hosting pupil.

Teachers ensure that the pupils know their host and start to contact each other.

3. FINANCES

1. A clear overview of the expected cost will be given in advance. In order to avoid miscommunication, there is a first draft with propositions about finances. This draft should contain very clearly which cost are paid by the organizing school and which cost will have to be paid by the participating schools, both for teachers and pupils. After receiving this document, the participants react and give their comments about the proposed cost : where they agree, where they don't agree, give alternatives. All this to create a situation where everybody feels happy about the contributions he has to pay. We have to take into account that each partner has a budget , but that it really is important to know exactly which are the cost : this avoids frustration and irritation. Final draft with the cost will be sent to the participants.

   To summarize, this document contains :

   Prices of transport after arriving : e.g. schoolbus, local trains etc.

   Price of transport from arrival airport to school, if applicable.

   Prices of hotels.

   Prices of meals

   Prices of excursions

   If applicable : other cost.

   Where necessary : the organizing schools indicates which cost are for teachers or for pupils.

2. Participants should have the opportunity to transfer the money, to use their bankcard or to pay cash. It is not possible to compel participants to pay cash.

3. Organizing schools do their best to realize reasonable prices. In this matter, it is important to realize that especially meals can present a problem, because the cost of restaurant usually differs a lot from person to person.

4. **In NO WAY an organizing schools decides about cost that participants have to pay by themselves before having presented the propositions to the participants. Only after the deadline (see below 5 TIMETABLE), the organizing schools makes reservations for cost that participants have to pay.** Of course, this does not apply if the organizing school pays for some cost.

4. PROGRAM

PUPILS : We must be aware that the mobilities are in the first place for the PUPILS and thus the activities organized during them must be pupils' friendly. The tasks that students will do each time have to include treasure hunt, trying out local food and they must be aimed at

integrating the pupils while working on common things related to the project. Before each mobility teachers and students must know exactly what is expected from them and the tasks must be clear and very specific. When we plan the activities for five days we must remember that the pupils preferably have to do at least one task related to the project every day.

TEACHERS : they should keep in mind that we are obliged to create teaching materials – thus we must gather lesson plans, scripts etc. and put everything on eTwinning site, which will be later carefully checked by NAs.

5. TIMETABLE

1. As soon as possible, **but the latest 2 months before the mobility** a first document with the details mentioned in 2.1 and 2.2, as well as the possible number of participants.
2. Participant schools have indicated the total number of pupils to the organizing schools, **the latest 5 weeks before the mobility**.
3. A first draft with the program and financial issues, as mentioned in 2.4, 2.5 , 2.6 and 3.1, **the latest 5 weeks before the mobility.**
4. Participants have to reply to this draft **the latest 4 weeks before the mobility.** If no reaction, it means the participant school agrees.
5. Matching : **the latest 3 weeks before the mobility**, the organizing school has sent the matching results to the participants.
6. Final proposition about **cost** for the participants, **the latest 3 weeks before the mobility.**
7. Name, addresses of hotel, and other important details, also the latest 3 weeks before the mobility.
8. Final draft of the program, the **latest 1 week before the mobility.** However, participants should realize that changes still can occur, due to unforeseen circumstances.
9. Where necessary, the organizing and participating schools can send/ask more information.