***Itinerary for transnational* project *planning meetings Paris October 2015***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Venue** | **Day** | **Time** | **Purpose** | **Staff** |
| Joliot Curie | Wednesday 14/10 | 8:30-9:00 | Meet with head teacher:* introduction of staff
* launch of project
 | Mme. Deutsch Debra; Andy; Dénya; Nadège; Inma; Elena |
| Joliot Curie | Wednesday 14/10 | 9:00-11:00 | General introduction* aims of the project (Debra; Andy)
* rationale (all staff)

Feedback from workshop (Debra)* Your Grant Agreement and contractual rules; 3 year project
* § Budget structure;
* § Expenditure and ineligible costs;
* § Impact and dissemination;
* E twinning
* § Compliance and reporting procedures including Mobility Tool+
 | Debra; Andy; Dénya; Nadège; Inma; Elena |
| Joliot Curie | Wednesday 14/10 | 11:20-13:00 | Visiting staff into lessons* Getting to know the levels and work of the students
* Building relationships with colleagues
 | Debra; Andy; Inma; Elena |
| Joliot Curie | Thursday 15/10 | 08:30-11:30 | **Group discussion to look in detail at the content of the first year - training, work, projects as agreed by the staff****Debra and Andy will describe the process of choosing the participating students and present some of the work that GCS students have done so far in MFL lessons and Language Futures (comics, mini-films)****Plans for the work to be carried out during the student visits to be agreed** | Debra; Andy; Dénya; Nadège; Inma; Elena |
| Joliot Curie | Thursday 15/10 | 12:00-13:30 | **Ideas on how the students will socialise and work together successfully on the visits (these will be discussed and planned in detail between the schools involved prior to each visit)**Data on reading ages from 3 schoolsTimetables and calendars; skyping and e twinning | Debra; Andy; Dénya; Nadège; Inma; Elena |
| Joliot Curie | Thursday 15/10 | 14:30-16:00 | Classroom assistance  | Debra; Andy; Inma; Elena |
| Joliot Curie | Friday 16/10 | 08:30-11:30 | Our next steps:* Communication prior to students’ visits in 2016
* Dates for visit to GCS and London
 | Debra; Andy; Dénya; Nadège; Inma; Elena |