**Control sheet 1**

**Time:** 1.09.2019-20.10.2019

**Goals: *Each participating school is supposed to:***

1. Set up **a meeting between the participating teachers and the headmaster**:

discuss the project and the nearest **goals**: *Organizing the Erasmus Clubs, making the project eTwinning webpage. Getting to know each other with eTwinning or Skype. Promoting English language learning skills and methods: Vocabulary fields: self-presentation and*

*school description. Innovative digital learning methods: Short videos made with explaintivity app.*

*Activities: The students will make presentation videos of the Erasmus Clubs in the four countries.*

*The students* *will make their profiles at eTwinning and take part in video conferences with the other students. Products: Presentation videos in English. Another video will be made by every school presenting the school plus listening comprehension tasks and vocabulary lists.*

*Sustainability of the results: The videos will be used in the English classes for the younger students learning the vocab and to train listening comprehension. The videos will also be available for other schools all over the world for students learning English.*

* set up the **specific tasks** for each teacher

Who supervises the bank account? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who leads the Erasmus Club? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who organises the mobility planning? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is the head of the digital presentation on the school and on the project webpages?

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* possible **participating students**: the **criteria** for choosing them (**number: 20 or more; age: 13-16** y. o., involvement/interest/motivation; English Language command, etc.)

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**Possible time** for the Erasmus Club (once or twice a week, in which room, at what time)

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* Discuss your **school’s possible ways to make up for the carbon footprint** to be caused by the mobilities, especially the one to Martinique (like planting trees(!)

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* Discuss the **mobility dates**(!) *Info: We have planned Germany for March and Martinique for May. Please, inform us as soon as possible about the impossible dates for you. We can also swap Germany and Martinique because Germany is May is much nicer and we can experience much more.*

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* What other school Clubs can the Erasmus Club cooperate with?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Further ideas? Questions?

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1. Open a **bank account** (the sooner you do that, the sooner you can get the first 80% of the project financial support and book the tickets to the first two mobilities).
2. Sign the **project agreement** with the national agency.
3. Set up an Erasmus folder on the school webpage.
4. Make yourself familiar with the project webpage (eTwinning: Twinspace), the link will be sent to you in the beginning of September. Put your school description on the eTwinning webpage (get an account if you do not have one on eTwinning and add me (Lena Licht) to your contacts)
5. Organize the Erasmus Club: A possible planning could be:

**Week 1>** *Informing the students*/ *Presentation round / Explain “The protection of data privacy agreement” – to be signed by the parents until the next meeting*

**Week 2>** *In a computer room or work with ipads or mobiles, etc. Explain how eTwinning functions, set up profiles with pictures and information like name, age, hobbies, what languages you speak. Explain how to make a presentation videos with explaintivity app. Make a short presentation video (1-2 minutes: 1) some information about your Erasmus Club,2) about what you expect and hope from the project- 1-3 minutes, not longer!). Upload the video on our eTwinning project page (s. Our Erasmus Clubs)*

**Week 3>** *Divide in groups, prepare the text about a part of the school in written form, get it corrected by the teacher. Make little videos with your mobiles about the part of school you got assigned (f. e. the school yard, the self-learning centre etc.). Send the videos to your teacher or to the student who is responsible of cutting the short videos to one final video about your school. The video is to be put on the school and on the project webpage. It can be also used in the English Language classes for the younger students.*

**Week 4>** *Watch the video together, make little listening comprehension tasks in groups. Upload the results on the project and on the school webpage.*

**Week 5>** *Make posters about the project: objectives, students, participating schools. Hang the posters in the school building.*

**10-12th 2019 The School Erasmus Days (Objective: inform the school community about the peoject)** *Organise little stands at the school during the breaks with the posters and answer the students’ questions about the project. Make quizzes or little games about sustainability. Sustainable travelling. You can also invite the parents to an Erasmus event of your choice.*

**Here more information on the Erasmus Days:** [**https://www.erasmusdays.eu/**](https://www.erasmusdays.eu/)

*If you have better ideas on what we could do on the Erasmus Days, please do not hesitate to share them!*

**DISSEMINATION: Take plenty of PICTURES** of the Erasmus Days and of the Erasmus posters at your school, **make a small (1-2 minutes) VIDEO** about th**em and write a short ARTICLE** about the beginning of the project. Upload the article and the pictures on your school webpage.

**Do NOT** upload the video, it is meant for **the FINAL PROJECT FILM. Send me the link to the video and the link to the article** on your internal school page.

If possible, contact local PRESS to tell the local community about the new project. If there is an article or any other local press entry, please send me the link or the scan/ picture, etc.

Remember to introduce the project at the different school events like the Open Door Day etc. and write small articles about it on your webpage/ project webpage.

The final deadline for all the named tasks – **the 20th of October 2019**