**Erasmus+ KA229 “ACTIVE” C1 Gozo/Malta- Staff Training Activity**

***NOTES from Staff Training and Project Meeting***

**1. STAFF TRAINING- Sunday 29th September**

Welcome from Robert.

Thank you to our colleagues in Gozo for their warm welcome and weather.

Elisa ran through the overview of the project.

Introductions from colleagues.

**GROWTH MINDSET**

UK took colleagues through Growth Mindset activities, including trying a new challenge with badminton, brain breaks, theory around Growth and Fixed Mindset, how to set up a Growth Mindset school and how it was implemented at Howes in the UK with the staff and children. Colleagues joined in with a Growth Mindset song.

**The slides from the UK will be shared through the project website and eTwinning (England).**

**2. STAFF TRAINING- Monday 30th September**

Welcome from the Headteacher.

**GROWTH MINDSET**

Denmark shared examples of Growth Mindset in their school, training that staff have undertaken, Growth Mindset week. Growth Mindset is also considered as DYNAMIC thinking.

The film Zootropolis was used to show the children that it is ok to have dreams and to try to achieve them.

**Song from Zootropolis possibly to be used as the song to create a dance to as the project dance. (Shakira- Try Everything) This will be one of the choices for the children to vote on- Turkey to pick the other songs and make a Survey Monkey for voting. (Turkey)**

**Powerpoint will be shared through the project website and ETwinning (Denmark).**

Brain break- pat knees, clap, say a word in turn with a partner for a category i.e. animals, fruit etc. Celebrate mistakes when made and find a new partner.

Colleagues considered ways in which they could adapt some of the thoughts shared by the UK and Denmark in their own schools to add on the current practice.

Colleagues looked through a powerpoint which could be used with the children which focusses on how we learn and grow from birth **(will be added in Twinspace Growth Mindset by Denmark).**

**3. PROJECT ACTIVITIES:** (See notes on the project activities overview)

**P8: Staff survey:** We need to have questions about their understanding of Growth Mindset and Active Learning. Up to 15 colleagues per school. **UK to send out the survey to colleagues.**

**P7 Children’s survey**: Denmark will send out the example survey which could be used in classes as a paper copy. Survey Monkey- 15 students per school. **UK to send out the survey to colleagues.**

**P11 + P12 GOALS:** Do we need to focus on active skills? This way we can easily record progress.

**GOAL KEEPERS:**

* **UK (Year 5) and Iceland (Aged 10/11)**

The schools have formed an eTwinning project (pending) for this ollaboration and it is linked to our project.

* **Malta and Turkey**
* **Denmark and Finland (class 3, 5 and 6)**

The schools have an eTwinning project GOAL buddies pending for this collaboration and the project will be linked to ours.

**P6 Project song:**

**Turkey to send three song choices by end October. (One of the songs: Shakira “Try everything”)**

**Voting deadline by end November. Children will share dance in UK in May. All countries to create their own choreography for the chosen song. Video to be made to share with the other countries.**

**P14, P21, P25 Language videos:**

**Each school to produce a language video-** basic phrases etc- this is already planned in for the visits to Finland, Iceland and Denmark (check the contens in the activity list).

**UK, Malta and Turkey to create the language videos in preparation for the UK meeting.**

**4. LEARNING ACTIVITY IN FINLAND *Arrival on Saturday 30th November.***

Unusual week at school (Independence Day preparations, Ball Dances etc).

The children will be able to use technology within the environments they explore.

Different classes are planning activities for the week.

The school is centrally located to be able to access the local environment.

School children do not have to pay on public transport but teachers do. Public transport is very good- trams.

Children to bring some simple phrases written down that can be taught to the other children.

So far there are in all **17 host families.**

**Fly to Helsinki**. Some host families with collect the children from the airport. It s also easy to take the train, bus or taxi into Helsinki.

***Try to book hotels/AirBnB in the following areas: Ullanlinna, Punavuori, Kamppi, City Centre.***

**Finland will send a list of clothing needed, ie layers, rain gear, sportswear, swimsuit etc.**

Costs to be sent to colleagues.

Food will be available in the day for the lunch.

Evening meals will be decided by the colleagues.

**OUTLINE OF THE PROGRAMME**

**Sunday Dec 1st:** (Warm clothes and good shoes)

Christmas Market day on 1st December which is led by the families. (10-12ish)

Visit a forest (1 hour to get there) and eat at the forest. Nature centre nearby which is indoors if weather is not very good. Focus on the learning environment outside of the classroom. 5pm back to Helsinki.

**Monday Dec 2nd:** 9am -2pm

Welcome at the school.

**Presentation/video presentation from each country- send in advance to Finland (a week before).**

**Task to prepare beforehand: teach a song/traditional game/brain break that the children could teach in the classroom.**

Sharing language.

**Tuesday Dec 3rd:**

Time with host classes.

Using app Seppo 10 to look at technology and using within different environments.

Decide on the project logo.

Ice skating or swimming.

**Wednesday Dec 4th:**

School day.

Evening- get together for the teachers.

Children to an activity park with their host families.

**Thursday Dec 5th:**

Party at the school for everyone with a dance (ball) where the 4th Graders get an invitation for the City Mayor and have had to learn ball dances. Opportunity to be taught some of the dances during the week.

**Friday Dec 6th:**

Travel day or if comfortable, you can also travel on Thursday evening.

Friday = Independence Day = day off for everyone.

**Elisa to send permission forms and pupil profiles to UK, to send to GDPR Officer to ensure that forms are compliant.**

**This is done and the forms are to be found in Twinspace under Project Management “Pupil LA forms”.**

**Send pupil profiles to Finland by October half term.**

**STAFF TRAINING- Tuesday 1st October**

**5. MOBILITY TOOL**

Denmark have access to the mobility tool as the co-ordinator and can see all countries.

Iceland and Turkey have access to the mobility tool.

Other countries do not yet.

Malta and Turkey have received their money.

Suggestion to access the mobility tool at least once a month to show that the project is developing and to add information in soon after the meetings etc so that it is fresh in everyone’s minds.

Countries can take 20% of the project management money to add to travel if needed but no more than 20%.

Elisa will create the events for countries to fill in the information. The meeting in Malta is already on the mobility tool.

Elisa led colleagues through creating the event in Finland. Colleagues can then fill in further information about who is travelling and so forth.

Information added will automatically be added to the end report. Elisa will ask colleagues to check what has been added and make sure that it is correct. Individual countries are not expected to write their own final reports. (Countries will need to check the expectations of their National Agency)

Malta: Question: Do we need all teachers to sign a register at every staff training and learning activity?

**Certificates must be copied for all colleagues and children so that they are kept as evidence. At the end of the project all the certificates will need to be scanned as one file.**

***Boarding passes should be kept as a record of travel.***

***Colleagues must keep track of all spending separately from the mobility tool as they may be audited. The mobility tool will calculate costs based on distances etc.***

***Dates within the mobility tool must match the application.***

**6. SKYPE CONFERENCE**

**Skype conference with Maltese National Agency**

Discussion on monitoring and evaluation.

Finland is in charge of impact and sustainability.

Turkey is in charge of the evaluation.

Iceland is in charge of the dissemination.

Co-ordinator needs to manage.

All partners provide support.

Need to start thinking about how we are working with stakeholders.

Colleagues need to be loyal with the application.

Colleagues to use the Impact Plus Tool. There are four areas of impact: system, organisation, learners and staff.

We need to look at impact outcomes, the indicators that we will measure with, data collection methods, timescales to identify- short, medium and long term.

The tool looks something like this: (see email from Robert)

**Finland will look at this form to ensure it fits the project.**

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| Impact Plus Tool | | | | | | |
| Areas of focus | Impact outcomes | Indicators to measure with | Data collection methods | Timescales | | |
| Short term | Medium term | Long term |
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Need to look at the focus on the curriculum and the impact on the learners.

Need to consider sustainability and longevity to ensure that the impact goes beyond the two years.

Malta have the tool to share with colleagues. It will help Finland with their review of the project impact.

**The tool should be updated regularly and discussed with colleagues each time colleagues are together**.

Elisa has uploaded the documents to **TWINSPACE** (impact and sustainability) and Malta have emailed them to the co-ordinators.

**7. EVALUATION**

**We went through the Project Activity list and decided, which activities will be evaluated. Turkey is in the lead of evaluation.**

P1- Evaluate at the end of the project

P2- No evaluation needed

P3- No evaluation needed

P33- No evaluation needed

P7- Evaluate the results (UK)

P8- Evaluate the results (UK)

C1- Evaluate the training and impact

P9- No evaluation needed

P4- No evaluation needed

P5- Evaluate at the end of the project

P10- No evaluation needed

P6- No evaluation needed

P11- Evaluate the results by asking the children to answer questions using a scale or yes or no

P12- Evaluate the results by asking the children to answer questions using a scale or yes or no

P13- Evaluate the impact at the end of each year, how often used by teachers in classrooms and on children’s learning experiences

P14- No evaluation needed

C2- Evaluate the impact on the children and staff

P15- No evaluation needed

P16- No evaluation needed

P17- As part of C2

C3- Evaluate the impact on the children

C4- Evaluate the impact on staff

P18- No evaluation needed

P19- Part of C3 and 4

P20- No evaluation needed

P21- No evaluation needed

C5- Evaluate the impact on the children and staff

P22-No evaluation needed

P23- No evaluation needed

P24- Part of C5

P25- No evaluation needed

C6-- Evaluate the impact on the children and staff

P26- No evaluation needed

P27- No evaluation needed

P28- No evaluation needed

P29- Evaluate the results/impact (UK)

P30- Evaluate the results/impact (UK)

C7- Evaluate the impact on staff

P31- No evaluation needed

P32- No evaluation needed as the final report is the evaluation in itself

**Turkey will use Google Forms or Monkey Survey for the evaluations. They will send the evaluation form for the coordinators after the activity is finished.**

**The evaluations will be 4/5 questions to ensure that they are easy to access for all staff and children.**

**8. WEBSITE**

**Malta is in the lead of the website.**

Malta are looking at the possibility of having a free space to upload the website.

Colleagues shared the previous website for the FIND project to give an idea of what would be needed. Malta are very happy to take ideas on design.

After each visit the hosting country created a report and uploaded this to the website along with photographs.

**Photographs of children should not be uploaded to private Facebook pages of staff and there should be no photographs of social meals out either**. It is fine for colleagues to share photographs of meetings, scenery, visits to places etc.

**Things for the website will be sent to Jesmond who will upload them or they can be added to Microsoft Teams or eTwinning.**

**Elisa will create folders on eTwinning for Jesmond to collect things for the website.**

The Project Website will be linked to from each school´s website.

Jesmond will take the school profiles from eTwinning**. Schools need to send a written profile to Jesmond to add to the project website (Denmark, England and Malta = OK).**

**9. eTwinning**

Elisa led colleagues through what has been set up on eTwinning for colleagues and how things need to be added as the project develops to share news, photographs, videos etc.

A training session in adding photos and information on the Twinspace.

There are possibilities for the children to be able to communicate through eTwinning.

**STAFF TRAINING- Wednesday 2nd October**

**10. Learning Activity/Staff Training in the UK**

Colleagues to arrive on the 16th May. Colleagues will need to depart on 22nd May.

***Best airport in Birmingham. The train goes from the terminal straight to Coventry. (approximately 10 minutes on the train).***

Next airport in order of ease: East Midlands, London Luton, London Heathrow, Stanstead, London Gatwick.

Within the programme we will stay locally, however there will be a trip to London on the Thursday so colleagues could then get a flight out from London on the Friday or come back to Coventry and fly back from Birmingham.

All countries are happy to go to London for the day. Many will return back to Coventry and fly out from Birmingham.

The UK will organise something for everyone to do together and will then provide maps with examples of things that people might like to do with some free time to explore the city.

***Cost: To hire a coach is expensive and to go to one attraction would be approximately £30 per person***.

The work for the children will involve the children using the of Coventry city to follow trails and create trails.

There will be lots of sports activities organised. There will possibly be links to Olympic values.

There could be a trip to Stratford-Upon-Avon.

***The best hotel to stay in is The Premier Inn, Belgrade Plaza in the centre of Coventry.***

If colleagues look at any other places, please speak to the UK.

We hope to be able to provide host families for all children.

2 teachers with the children and 2 teachers to attend the training. The training will be Coventry University and will focus on movement and how this can support children with additional needs and how music and movement can support children in the classroom. There will be great links to active learning in the classroom.

***Colleagues might like to send teachers to the training who work as wellbeing mentors/support for the children or colleagues who work with children with Special Needs or who work with sports.***

UK to consider if there is an opportunity to see a football match/rugby etc.

**11. Imba House Project**

Collen shared some information about the charity Imba House and how it supports people growing up with disabilities. Collen shared ways in which colleagues can help to support the charity if they would like to and to spread the word of the work being done to help children and families in need.

www.imbahouse.org.uk

**12. eTwinning**

Colleagues spent some time working on eTwinning to update their profiles and make links with the schools that they are buddied with.

* Add school profile
* Add some photos

**13. Presentation of countries**

A video was created to introduce each of the project co-ordinators. The video will be edited and uploaded in the Twinspace by Denmark.

**14. Dissemination**

Iceland shared a dissemination plan. It provides colleagues with ideas of what they could do to share the project with a wider audience.

The plan has been edited and it is added in the Twinspace under Dissemination.

Colleagues need to write down the ways that they have disseminated the project in the Twinspace (each country has their own space under Dissemination)

**15. Microsoft Teams**

This has become very complicated and colleagues have been struggling to access it so **everything from Microsoft Teams will be moved across to eTwinning by Denmark. This is done and Microsoft Teams will no longer be used.**

**To gather information for travels for teachers and children, the host school creates a form that where all information can be added.**

**16. Evaluation of teacher training in Malta**

**Turkey presented suggestions for questions**

* Were the goals of the staff training clear?
* Having attended the training do you now feel prepared to implement Growth Mindset theory and activities into your school?
* Having attended the training have you now got the skills to use eTwinning Twinspace for sharing project works with other colleagues?
* Having attended the training are you now better prepared to implement the ACTIVE Project into your school?
* What did you think about the overall organisation of the staff training?
* How could the staff training be improved for the future?

**The questions were considered good. Turkey will produce an evaluation form and send it to all partners.**

**17. Time for countries to plan individually**

Colleagues worked as individual countries to consider their next steps with regard to the project.

Many thanks to Robert for being such a great host and to Elisa for being a wonderful co-ordinator.