



Erasmus+

Co-funded by the
Erasmus+ Programme
of the European Union



MINUTE OF THE FIRST TRANSNATIONAL MEETING

(ERASMUS + KA219 PROJECT 2017-1-ES01-KA219-037817)

OPEN EUROPE, OPEN HEARTS

Monday 5th November – Friday 9th February 2018

Presence list

As legal representative of hosting organisation *school Kohtla-Järve Lasteaed Tareke "Maleva 45, 31025, Kohtla-Järve, " Estonia*

- Ene Kruzman - headmistress
- Ilona Maharramova – head teacher and coordinator of the project in Estonia

Representing the visiting school Akdeniz Ilkokulu, in "Akdeniz Mahallesi Aşık Veysel Caddesi İtfaiye Yanı, 33640, Anamur, Turkey

- Tahsin Karakaya - headmistress
- Akif Yıldırım- coordinator of the project in Turkey

Representing the visiting school Radost 20 Kindergarten in "str. Hristo Botev 54, 9300, Dobrich, Bulgaria.

- Valentina Ivanova Gospodinova – headmistress
- Kremena Veselinova Borova – coordinator of the project in Bulgaria

Representing the visiting Reyes Católicos School, in Comandante García Morato 2, 52006 Melilla, Spain.

- M Jose Ruiz Delgado – headmistress
- Olga Navarro Chaure- coordinator of the project

Representing the visiting school Scoala Gimnaziala Nr.28 Galati "Rosiori 31, 800055, Galati, " Romania.

- Elena Camelia Bucsa - headmistress
- Nineta Barbatescu- coordinator of the project in Romania

Kohtla-Järve Kindergarten Tareke
Maleva, 45 31025 Kohtla-Järve
Tel. +372 3320563
e-mail: tareke19@hotmail.ee

Discussions:

- What has been done after the meeting in Spain
- What events had been held
- What methodics are used
- Check the timetable of activities
- Current questions

PLANNING

Actions already undertaken:

- Acquaintance of parents and teachers with a project
- Active use of the platform of eTwinning and TwinSpace
- Placement of information, movie about your country, town and school on the platform.
- The coordinators have maintained regular communication by email from our TwinSpace
- All planned events had been held
- The coordinators have maintained regular communication by email from our TwinSpace.
- Every section of this project has been designed collaboratively using the platform of eTwinning, our TwinSpace.

Actions will be undertaken:

- The team has carefully reviewed what activities and end products we want to achieve and have carefully planned the timing of these tasks.
- Time for review has also been carefully factored in.
- Acquaintance with CLIL methodic
- Discussion of upcoming events
- Continuation of discussion of the partner countries methodics
- Every section has been published on the platform of eTwinning, TwinSpace
- E-brochure creating about own town, country and partner countries. Publishing on the platform of eTwinning, TwinSpace.
- **Take a discussion about Italian mobility**

Preparation for the activities

- To remain schools of the Erasmus action plan.
- To study of the needs of the school.
- Create bases for participation in this project.
- Check for suitable and willing participants
- To create commission as well as spaces for dialogue and improvement.

Used to:

Kohtla-Järve Kindergarten Tareke
Maleva, 45 31025 Kohtla-Järve
Tel. +372 3320563
e-mail: tareke19@hotmail.ee

- Define prior knowledge and skills
- Concrete learning strategies
- Provides information about the school context
- Provides data on the socio-family environment
- Prevents problems of coexistence at school
- Define the educational intervention prioritizing functional skills
- Place the framework of the following evaluations.

MEETINGS

- Know the current situation in each country.
- Exchange ideas and good practices.
- Establish a real network.
- Sharing knowledge and innovative teaching experiences.
- Maintain a cross-cultural dialogue.
- Choose the best software's or apps to work and obtain the best online products.
- Help as a bridge between school partners to maintain a cooperative network in order to achieve project objectives.

This planning period will include training events, one for each quarter:

- The main objective of these training events are to have a training course or workshop in order to learn about the most appropriate tool to work in our following project activity, the host school will provide an expert or a speaker who can explain correctly. This activity will be duly certified. Staff, who attends to this training event, will be responsible to explain to their international peers how to use it. After that, a group of students of each partners' schools will acquire the most appropriate software, and its licence, in order to create the corresponding product, as well as a training course for it. These students will be responsible for explaining to their international peers how to use it.
- At each event each country will give a presentation on its education system, and the current climate, giving special attention to immigration and diversity. It will also present any ongoing innovation and improvement projects or programs in their school and an observation of these activities will be promoted.
- The visit of the partners will be used to hold a multicultural activity at school, involving the whole school community, with activities such as raffles, convivial meal, charity market, etc.
- The hosting partner school will send, in advance, the program that will be followed during the visit, as well as help with matters of accommodation and board. This program may include: the timetable of activities; reiteration of the goals; instructions and tips for travel; information on what to wear, appropriate clothing for special events or outings; access facilities for the disabled; the protocol of the school; as well as any cultural or social events that are planned for visitors. Wifi passwords, shared terminals and other resources will be made available to participants during their visit, along with a tour of the facilities, and responses to questions or specific needs.
- Different teachers from different schools will participate in each meeting in order to involve the largest number of people as possible. In order for the maximum possible number of teachers to

Kohtla-Järve Kindergarten Tareke
 Maleva, 45 31025 Kohtla-Järve
 Tel. +372 3320563
 e-mail: tareke19@hotmail.ee

travel and see the school practices in person, each school partner will choose the number of teachers available .

- Teachers who participate in these meetings will be designated democratically among the teachers participating in the project, keeping in mind the activity they will have to carry out. Finally if there is any problem the headmaster with the school project coordinator will make the decision about the people who travel.

OBJETIVES

The main objectives of this project are:

- To understand cultural diversity, increasing reject integration of immigrant students.
- To create a climate of solidarity among all students and intolerant, racist, and xenophobic behaviour.
- To provide opportunities for students to develop their skills, like critical and creative thinking, communication, and collaborative thinking.
- To encourage teachers from each school to share ideas and support one another in acquiring new methodologies of learning approaches and be more receptive to practices of other schools in Europe.
- To create a model of a multicultural school for future citizens who are competent, responsible, critical and helpful to one another.

CONTRIBUTIONS

Each school partner contributes to the other with their experiences:

- The Spanish Partner is involved in a project for improvement of language both in Spanish and in English through Doman methodology. They also have a plan for diversity in which they have an immersion program in the Spanish language for immigrant students. In our visit our partners have observed different project carried out in Reyes Católicos School as DOMAN, ABN, MUSE, BILINGUAL in English.
- The Bulgarian Partner was part of the centre for new ideas and practices of Konstantin Preslavski . The Department of Teachers Improvement, Varna. Pedagogical team serves as a centre and demonstrated experience to teachers from North-Eastern Bulgaria on the topic “Work of child – value of culture”. Parallel to The National Educational Programme they put into practice their own Moral Educational Programme. Its fundamental accent is to strengthen child’s “early cultural awakening”
- The Estonian Partner works a lot with parents. There are a lot of activities going on with children parents in their kindergarten. They are also successful in a language immersion group where kids learn the Estonian language as their second language. At moment, the

Kohtla-Järve Kindergarten Tareke
Maleva, 45 31025 Kohtla-Järve
Tel. +372 3320563
e-mail: tareke19@hotmail.ee

kindergarten works three groups by the method of immersion (SKILL). They could show us a co-work with schools. Estonian school work a lot on children health, using a lot of health-improving methods while working with kids and parent .They also use health-improving methods for kids with special needs. They work for the idea - Kindergarten without violence. We can also get to know about this methodology.

- The Turkish Partner has a very good pre-school educational curriculum centred in hand skills and student expression.
- The Romanian Partner coordinates a project about solidarity on multiple levels (between classmates, between same school colleagues and between other schools). There are undergoing activities with children that have some psychological issues and that will help them. Their good marks in their national exams make us to want to know a little more about their curricula and good practices.

Partner responsible of planning and distribution of tasks:

1. A tourist brochure: Estonian school
2. Our photo album and creating a storybook about other countries: Romanian school
3. Our calendar: Bulgarian school
4. Photographic report on the activities and programs carried out in partner schools of the project: Turkish school
5. Documentary Film (if finally we have to do it) : Spanish school
6. Summary and Dissemination of the project: Spanish school

Responsibilities

Project coordinator:

- To solve problems that arise throughout the project
- To maintain progress and be flexible and accommodating to changes
- To establish communication between partners
- To analyse and draw conclusions from the evaluations

The tasks of the partner schools (including the coordinator):

- To prepare the project activities
- To involve students of all ages, at all stages of the proposed activities of the project (preparation, implementation and evaluation)

Host meetings planned for the project

- To disseminate the project in their area
- To prepare the final product in their native language or English as needed
- To carry on continuous and final evaluation of mobility.

Kohtla-Järve Kindergarten Tareke
Maleva, 45 31025 Kohtla-Järve
Tel. +372 3320563
e-mail: tareke19@hotmail.ee

Member Schools:

- All partners should have access to Internet services and video conferencing.
- They also need someone competent in English to help with the translation of stories, reports, brochures and instructions that are written in the native language.
- The activities can be divided into several tasks to suit the age and ability of each student.
- It is expected that all the partner schools have the necessary resources for their designated activity.
- All partner schools will also promote our project in local and national media, if possible, such as newspapers, magazines, radio and television.
- All partners will have to follow the schedule and expected timing.
- All partner schools will use the results to improve proposals and good practices in their school, if possible.
- This project will also be used for the promotion and creation of new projects according to needs as they arise.
- Headmasters and coordinators will be responsible for the implementation of this Erasmus+ project in their schools.

ACTIVITIES

Estonia 5-9 February 2018

- M1- TRANSNATIONAL PROJECT MEETING IN ESTONIA
- C1-Short-term joint staff training events in Estonia "DESIGNING BROCHURES",
- O1- A tourist Brochure

A1- A tourist brochure: Students become promoters of their city, considering what their city can offer visitors. To do this, they need to search, design, write and illustrate a brochure. In addition, students will have to provide a section for a refugee or a person with fewer financial opportunities, offering cheaper alternatives.

These brochures will be passed to the other partners, so that students can contribute their views and proposals. Students promote critical judgement of their peers to achieve improved results. This activity will be coordinated by the Estonian school.

VISIT CONTRIBUTION

- The Estonian Partner works a lot with parents. There are a lot of activities going on with children parents in their kindergarten. They are also successful in a language immersion group where kids learn the Estonian language as their second language. At moment, the kindergarten works three groups by the method of immersion (SKILL). They could show us a co-work with schools. Estonian school work a lot on children health, using a lot of health-improving methods while working with kids and parent .They also use health-improving

Kohtla-Järve Kindergarten Tareke
Maleva, 45 31025 Kohtla-Järve
Tel. +372 3320563
e-mail: tareke19@hotmail.ee

methods for kids with special needs. They work for the idea - Kindergarten without violence. We can also get to know about this methodology.

Bulgarian 22-26 May 2018

- M2- TRANSNATIONAL PROJECT MEETING IN BULGARIA
- C2-Short-term joint staff training events in Bulgaria "DESIGNING ONLINE PHOTO ALBUM"
- O2- Our photo album and creating a storybook.

A2- A photo album and tale about each country: students will upload meaningful photos about their country, city, school, etc. with a brief commentary. Students select photos and create online albums.

Participating schools will need the contribution of partners; through it they acquire the necessary knowledge to create an online story. It will be cooperatively written by all partners on Drive. The main character could be a foreign child who moves through these countries. With this activity we want to promote awareness of their environment and encourage creativity. This activity will be coordinated by the Bulgarian school.

VISIT CONTRIBUTION

- The Bulgarian Partner was part of the centre for new ideas and practices of Konstantin Preslavski . The Department of Teachers Improvement, Varna. Pedagogical team serves as a centre and demonstrated experience to teachers from North-Eastern Bulgaria on the topic “Work of child – value of culture”. Parallel to The National Educational Programme they put into practice their own Moral Educational Programme. Its fundamental accent is to strengthen child’s “early cultural awakening”

Romania 15-19 October 2018

- M3- TRANSNATIONAL PROJECT MEETING IN ROMANIA
- C3-Short-term joint staff training events in Romania "DESIGNING ONLINE CALENDAR"
- O3- Our Calendar

A3- Calendar: we present values customs, languages, and ceremonies of each society, giving special importance to the present and promoting reflection. Students, through our platform, will share information, photographs, drawings, vocabulary etc, that represent different months of the year, in order to include every school. Students will discuss the photos, will vote on which to put in the calendar giving reasons for their choice. These calendars may be advertised and promoted by our communities, for social purposes or for a non-profit immigration assistance organization. This activity will be coordinated by the Romanian school.

VISIT CONTRIBUTION

- The Romanian Partner coordinates a project about solidarity on multiple levels (between classmates, between same school colleagues and between other schools). There are

Kohtla-Järve Kindergarten Tareke
Maleva, 45 31025 Kohtla-Järve
Tel. +372 3320563
e-mail: tareke19@hotmail.ee

undergoing activities with children that have some psychological issues and that will help them. Their good marks in their national exams make us to want to know a little more about their curricula and good practices.

Turkey 1-5 April 2019

- M4- TRANSNATIONAL PROJECT MEETING IN TURKEY
 - C4-Short-term joint staff training events in Turkey "OFFICE SWAY/ PRESENTATION"
 - O4- Photographic report on the activities and programs carried out in partner schools
- A4- Photographic reports on the activities and programs carried out in partner schools: This activity will help us to reflect on our teaching and propose new methodologies and good practices for innovation and improvement in our schools.

- Programs and projects carried out in our school.
- Current and Traditional Games.
- Traditional and contemporary crafts.
- Drama on their social life.

This material will be shared through different tools and uploaded to our blogs and our TwinSpace. We can share and exchange these crafts personally in our meetings. This activity will be coordinated by the Turkish school.

VISIT CONTRIBUTION

- The Turkish Partner has a very good pre-school educational curriculum centred in hand skills and student expression.

End of June 2019

FINAL REPORT

A6- Protocol for the reception of immigrant students in our schools. It will be one of our most important document in the our schools. A contribution of all the partners.

We must look for products requiring communication, interaction and knowledge transfer between the members. The division of labour should not be organized by country, but from the variety of skills and abilities in a group, each component part will be a joint effort from students of different countries.

We expect high quality results that reflect the collaborative effort of the students and their good use of appropriate tools and software.

MEETINGS

TRANSNATIONAL PROJECT MEETING

- Presentation on his education system
- The innovation and improvement projects or programs carried out in his city.
- Receive specific training on the software needed for its purpose
- Multipliers events will be directly related to the development of intellectual products to share and disseminate our project and products
- Hold an intercultural activity at school, involving the whole school community with activities such as raffles, convivial meal, charity market, etc.
- Cultural visits
- Official receptions
- Good practices and innovative teaching experiences carry out in the school

SHORT-TERM JOINT STAFF TRAINING EVENTS

Activities for training, education and learning

- Presentation on his education system, the current situation, giving special attention to immigration and diversity
- The innovation and improvement projects or programs carried out in his city.
- Shadowing the teachers to share good practice
- Receive specific training on the software needed for its purpose
- Present the project with the Parents' Association and the local community
- Multipliers events will be directly related to the development of intellectual products: conferences, seminars, workshops to share and disseminate such products
- Hold an intercultural activity at school, involving the whole school community with activities such as raffles, convivial meal, charity market, etc.
- Cultural visits
- Official receptions

Events:

Multiplier Events:

- The partner visit, will be used to hold an intercultural activity at school, involving the whole school community with activities such as raffles, convivial meal, charity market, etc.
- Multipliers events, will be directly related to the development of intellectual products: conferences, seminars, workshops to share and disseminate such products.
- Schools will present the project with the Parents' Association and the local community (municipality) in order to involve them in the early stages of planning, execution and dissemination.
- Training programmes and Training materials to promote knowledge achieved in our different activities.

Activities for training, education and learning

- A representative speaker of the host country will give a presentation on his education

Kohtla-Järve Kindergarten Tareke
Maleva, 45 31025 Kohtla-Järve
Tel. +372 3320563
e-mail: tareke19@hotmail.ee

system, the current situation, giving special attention to immigration and diversity situation. He will also present the innovation and improvement projects or programs carried out in his city.

- The teachers will then have the opportunity to spend a day in the classroom seeing this in practice in addition to shadowing the teachers to share good practice and innovative teaching styles. The teachers will learn about how the teachers use the local environment as a hook for learning and experience a day working with the children in the local community.
- There will also be a planning meeting to review the work completed so far and work programme for the next period of the project.
- Teachers and students involved in each activity will receive specific training on the software needed for its purpose. They will undertake visits, seminars, conferences, etc. to facilitate their objectives.
- Appropriate subsidies for the publication of materials, from the relevant authorities, for possible use and dissemination of the products will be sought.
- School coordinators at the participating school must ensure that their students will be given the most appropriate software, and its licence, for carrying out the corresponding products.
- The students will be given a training course where they will be taught to use software and will be responsible to explain to their international peers how to use it.
- Also they will be responsible for their online publication, so that it can be shared in our TwinSpace and the websites of all project partners' count.

Documentation:

- Reports from conferences, training sessions, events and meetings
- Press articles to disseminate our project in our countries.
- DVDs of different activities carried out during the project
- Exhibitions created to welcome our partners in our meetings
- Guides and Tutorials to understand the different works.
- Each school partner contributes to the other with his or her experiences.

ACTIVITIES

Teachers;

- To share information with each other using the platform of the project.
- To establish communication through ICT tools
- To monitor the project progress
- Supporting language skills

Students;

- To collect accurate information related to project activities
- To be creative and produce innovative material which is based on the project (video, e-book, etc....)

School coordinators and Management team:

- To facilitate teachers availability and resources
- To disseminate the project in our community and our city
- To promote student, teacher and community participation

Kohtla-Järve Kindergarten Tareke
Maleva, 45 31025 Kohtla-Järve
Tel. +372 3320563
e-mail: tareke19@hotmail.ee

RESULTS

- Improvement of teaching methods.
- Increased coexistence in our schools.
- Promotion of innovation and training in our teachers.
- Improvement of quality of education in our schools.
- Incentive to create new European projects
- And, of course, creation of protocols for integration of immigrant and disadvantaged students

INTELLECTUAL PRODUCTS

- For it we will develop a range of collaborative activities:
- A tourist brochure
- A photo album and storybook about other countries
- A calendar
- A report on the activities and programs carried out in partner schools:
- Programs and projects carried out in our schools.
- Modern and Traditional Games
- Documentary Film

DOCUMENTATION

- Transnational meetings
- Program
- Minutes
- Certificate of attendance
- Detailed agenda and all documents used or delivered to the meeting
- Proof of travel
- Proof of formal link – Declaration
- Participant attendance list of every day signed
- Proof that participant have made mobility with insurance coverage.
- Learning activities teaching and training
- Program of the activity and test of the activities carried out.
- Documentation regarding the selection of participants: criteria, minutes, publicity of the procedure, etcetera.
- Certificate of attendance
- certificate for the entire faculty and student group
- certificates or diplomas for each of the participants

PARTNERS

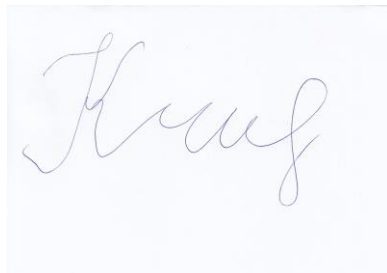
PIC number	SCHOOL NAME	ADDRESS	CITY, COUNTRY
941730515	Akdeniz Ilkokulu	Akdeniz Mahallesi Aşık Veysel Caddesi İtfaiye Yanı,	33640, Anamur, Turkey
944378906	Radost 20 Kindergarten	str. Hristo Botev 54	9300, Dobrich, Bulgaria
944446709	Kohtla-Järve Lasteaed Tareke	Maleva 45,	31025, Kohtla-Järve, Estonia
946007730	Scoala Gimnaziala Nr.28 Galati	Rosiori 31,	800055, Galati, Romania
947536450	CEIP Reyes Católicos Melilla	Comandante García Morato 2,	52006, Melilla, Spain

Kohtla-Järve Kindergarten Tareke
Maleva, 45 31025 Kohtla-Järve
Tel. +372 3320563
e-mail: tareke19@hotmail.ee

SIGNATURE:

SCHOOL	COORDINATOR	SIGNATURE
Reyes Católicos School, Melilla- SPAIN	Olga Navarro Chaure	
Akdeniz İlkokulu, Anamur - TURKEY	Akif Yıldırım	
Kohtla-Järve Lasteaed Tareke- ESTONIA	Ilona Maharramova	
Radost 20 Kindergarten Dobrich - BULGARIA	Kremena Veselinova Borova	
Scoala Gimnaziala Nr.28 Galati- ROMANIA	Nineta Barbatescu	

With respect
The Headmaster
Ene Kruzman



Kohtla-Järve Kindergarten Tareke
Maleva, 45 31025 Kohtla-Järve
Tel. +372 3320563
e-mail: tareke19@hotmail.ee