**ACHIM MINUTES OR MEMORY**

**MONDAY 30 NOVEMBER 2015**

a) 08.20-10.45

1) Erasmus+ teacher and student reception, welcoming and introduction at the school entrance.

2) Welcoming from Stefan in the school library and tell about the problem with the British group's flight, which was cancelled yesterday because of a heavy storm in England.

3) Headteacher's welcoming.

4) Project coordinator's welcoming.

5) School tour in student groups guided by German Erasmus+ students. Student impression of the tour. Tell the students to do it in national groups during the week.

6) Teachers discuss the Monday agenda:

-English, Spanish, History class observations by students and teachers in small groups. Teachers decide to create a Facebook group for the project, Roberta will be in charge of it:

<https://www.facebook.com/groups/633758333433482/> (ITLP at ease Erasmus Ka 2 Project)

7) To get familiar with eTwinning platform in the whole group:

<https://twinspace.etwinning.net/9798/home> ( Public link)

b) 10.45-11.15 BREAK

c) 11.15-12.45

8) Class observations in small groups of students and teachers: a) a Spanish lesson, b) an English lesson with mixed-ability students, and c) a History lesson.

9) Discussions in groups and presentation of the main ideas to point out of each lesson. Students have to write a text about this activity.

10) Teachers meet to discuss the agenda for Tuesday:

-The planned activities but early in the morning German students organise games to get to know each other.

-At quarter to two the whole group leave school to a Bremen tour included the Christmas market. At half past six we meet in a central place to get the ten past seven train.

-Teachers check their presentations for Tuesday at Kristin's office.

-Teachers decide to organise the agenda for Wednesday, Thursday and Friday tomorrow.

**TUESDAY- 1-12-2015**

8:30 All the students and teachers get to know each other with games organised by German students. Today the English group is with us. Stefan leaves at half past nine till half past ten. He said we will leave school at 2.10 to Achim railway station in order to visit Bremen.

Students and teachers talk in turn about name, country, and hobbies. After that, students and teachers write a hobby and a characteristic about you on a piece of paper. A student distributes the notes and everyone has to guess who has written the text, reading the text individually, and choose the person who wrote the text. After that, those who haven't guessed read the notes again and the person identifies himself/herself. We finished at 9.10 and go to the computer room.

9.30 We start with video about OER video with some technical problems. After that, the shows about Political Geography: Spain, Palermo, Truro, Poland, Finland who made a kind of drama.

We finished at 10.45 and till 11.15: Break.

11.15-11.30 The local press arrives and makes some photos and interviews some students about the Erasmus+ project.

11.30 Computer room: OER on History and Geography presentations. But before that Seppo suggests Stefan to talk something about Cato Bontjes van Beek: born in 1920 in a family of artists, in 1940 moved to Berlin and got in contact with Nazi opponents. She distributed leaflets against Nazi regime and hid some Polish and Ukrainian slaves. In 1943 she was executed in Berlin by the Nazis. She has been a bit forgotten. In 1991 the school was named after her name.

12.00 At computer room to show the OER shows on History and Geography. Because of technical problems with computers we get familiar with eTwinning and upload the OER shows to the platform. We also had some problems with the platform.

12.30 German students show their presentation on political structure of Germany.

12.45 Problems with computers. Only Finland and Britain said something about this topic. Each country tells about what they have uploaded in eTwinning.

13.45 We go to Bremen.

**WEDNESDAY 2-12-2015**

8.30 Spain hand out the 2016 calendars to each school and tell about the process followed in putting the calendar together. Some minor mistakes are said in order to improve our next 2017 calendar.

Stefan shows the local newspaper cutting about our Erasmus+ project.

Carmel explains the activities to do on recycling:

Session 1 till 10.45. Students in international groups, 4 groups with 6 students of different nationalities. It's a sharing information activity using four copies of each country's presentation and 12 “Can you help me” activity sheets,( the sharing grid) students share information about their recycling system at school, at home and the city. Each group has to write the main ideas of their recycling/waste management in a big sheet of paper. At the end they have to write a list of schools according to their efficiency on the topic, the best ones at the top and the worst ones at the bottom.

What country is doing well and what country is not, and why.

Break 10.45-11.15

Session 2. 11.15-12.30 Students meet to decide on which improvements can be carried out at school, at home and in the city, in order to convince their parents, the school and local authorities. Each group has to make a video presentation on recycling and waste management and big ideas. It's a kind of business pitch or dragon's den board in order to convince parents, school and local authorities. Students have to write 3 things to improve their recycling/waste management when they get back home.

TEACHER MEETING. We talk about the following issues:

a) Each school has to fill in sections in the “Mobility Tool” platform. We have to find out whether it has to be filled in after each mobility or not.

b) Each school, specially the school coordinator has to include all the project products or results in the VALOR platform.

c) Mobility dates: Finland from 8 to 12 February 2016, Malaga from 25 to 29 April 2016, transnational meeting from 8 to 9 September 2016, Palermo from 21-25 November 2016 (just to be confirmed by Finland),Truro from 6 to 10 March 2017, Poland from 8 to 12 May 2017 (just to be confirmed by Germany) .

d) Discussion on the tasks before and in Tampere. Finland and Spain will be in contact in order to make the final agenda for Tampere. It'd be desirable to specify when, where and who will do the activities. Carmel suggests the idea of sharing good practices on Maths, because the importance of CPD ( Continuous Professional Development) for the school authorities. Some ideas sprang up such as organising class observation, workshops, participating the Maths teachers in Finland, or each country prepare something to show in Finland about how Math teachers teach in their country. It hasn't to be very concrete things but general things such as different ideas of teaching, kinds of activities, type of resources ( books, printable activities, computers, blogs, white board,...), classroom layout, diversity treatment, innovative methods. In this respect, the agenda for Finland can have some periods with half the teachers doing an activity and the other half dedicated to students.

About the energy topics students have to research on power bills and calculate the CO2 emissions we produce at home and school. They have also to make a list of ideas to save in costs, to reduce the energy consumption both at school and at home and, consequently, the greenhouse emissions. All these issues will be discussed in international groups in Tampere in order to share all the initiatives or ideas. They also can discuss about the job opportunities generated by this sustainable economic sector both at home and Tampere.

About the entrepreneurship topic students at home have to decide on the product or service to be commercialised, the brand name, the name of the company, the organisational chart, the share certificates ( money or cuisenaire rods or bottle tops can be used just to give them the idea of risk in a public limited company), applying for a post in the mini company filling in the job application form or the Europass C.V. In Tampere students in international groups share information about the works done at home. Some information and documents will be shown to give an idea of how to do a business plan. In international groups students share ideas to put it in a business plan, which will be presented in Malaga. The mini company to be created can be real or virtual, it depends on the group of teachers and students in each school.

**THURSDAY 3 DECEMBER 2015**

-8.30 Stefan translates into English the Erasmus+ piece of news appeared in the local paper the day before.

-Students in international groups show the videos about the session 2 activity of the day before:

“A video presentation on recycling and waste management and big ideas. It's a kind of business pitch or dragon's den board in order to convince parents, school and local authorities. Students have to write 3 things to improve their recycling/waste management when they get back home.”

A jury made up of students is organised to decide which video is the best. The 4 videos are shown and a prize is given to the winner group. The videos will be uploaded to eTwinning.

-To finish the recycling and climate change topic, Emilio asks the students to give the “can you help me” sheet to him, and shows a video on climate change.

ENTREPRENEUR TOPIC

- 9.00 The same international groups as yesterdays, students brainstorm ideas about concepts on business and entrepreneurship, how to set up a mini company, a product or service.

-9.25 Each of the 4 groups presents the main ideas. They choose a secretary and speaker.

-9.35 Seppo talks about the topic, how the working life is going to change, none student thinks of creating a company or business, one can start in a small job,...

-9.40 The 4 groups are divided into 8 groups to discuss about ideas they can develop, work on. Students have to come up with an idea, service or product, real or virtual, something could make a way forward, ideas specially linking to environment/recycling/waste/renewable energy, ideas based on what you have heard.

-10.05 Seppo shows a video about the topic: “did you know”, “shift happens 2015”.

-10.10 Students continue with the previous work.

-10.30 The 8 groups present the previous ideas, the craziest and the more real or rational ideas. Students decide who student is going to talk, listen to each group just to pick up some ideas to take them back home.

-10.45 Students and teachers visit a charity company which collects expired food from shops and supermarkets to give it in to poor people.

-13.00 We come back school and Emilio presents the main concepts, the steps to create a mini company, job application form, organisational chart, Europass CV. Emilio hands out some documents to help students to select a product or service, application job sheet and Europass C.V. to apply for a job and a template to fill in the share certificate.

-Carmel presents the next step: Students in national groups write three key ideas or actions about environment/waste/recycling and other three key ideas or actions on entrepreneurship to take back home.

**FRIDAY 4 December 2015**

8.30 -1a) The same activity as yesterday's last one in national groups. To write down the 3 main ideas or more, about recycling/renewable energy/environment to take back home, in order to implement at school, home and city. They will be presented to authorities of the school, parents and, if possible, to local authorities.

- 1b) The same as above but on entrepreneurship in order to take some ideas back home to discuss with the rest of Erasmus+ projects.

9.15-10.45- 2) Students in international groups make a presentation about the Mobility (in big sheet). The best one wins a prize. Teachers will be the judges to decide on the best presentation. There is a fifth group made up of the rest of German Erasmus+ students.

10.45-11.15 Break

11.15-11-55 -3a) Project evaluation from students ( in sheets). In international groups they write down what they have learnt since the project started till now, what they like most and least, what their impressions are, how we can improve for next mobilities.

11.55.12.10 -3b) Volunteers are asked to make 2 interviews: 2 interviewers, 2 interviewees, and 4 students to ask a question each of them about the mobility.

12.10 -4) Seppo shows a video about Tampereen Lyseon Lukio secondary school, as a welcome to next mobility in Tampere, Finland.

EVALUATION AND ORGANISATION FROM TEACHERS

-While the students are working teachers meet in order to finish the project evaluation and organisational aspects started last Wednesday:

5a) The mobility dates are fixed: Tampere from 8 to 12 February 2016, Malaga from 25 to 29 April 2016, Transnational meeting in Malaga from 8 to 9 September 2016, Palermo from 14 to 18 November 2016, Truro from 6 to 10 March 2017, and Gorowo from 8 to 12 May 2017.

5b) We sum up the tasks before and in Tampere.

-About the energy topics students have to research on power bills, develop a study or kind of audit on the amount of energy used by all sorts of electric appliances ( lamps, air conditioning, computers,... and calculate the CO2 emissions we produce at home and school. They have also to make a list of ideas to reduce the energy consumption both at school and at home and consequently the greenhouse emissions. All these issues will be discussed in international groups in Tampere in order to share all the initiatives or ideas. They also can discuss about the job opportunities generated by this sustainable economic sector both at home and Tampere.

-About the entrepreneurship topic students at home have to decide on the product or service to be commercialised, ideally related to recycling, waste, renewable energy and environment, the brand name, the name of the company, the organisational chart, the share certificates ( money or cuisenaire rods or bottle tops can be used just to give them the idea of risk in a public limited company). The capital of the mini company can be divided into twenty shares ( property deeds of the business). Students will apply for a post in the mini company filling in the job application form or the Europass C.V. The application form or Europass C.V. will be filled in by all the Erasmus+ students, but only the 4 students travelling will take the job application form or C.V. to the next mobility. One option is that each student applies for a job, and another option is that each student doesn't have to apply for a position of the 20 shown in the chart, but only the CEO and CEO's secretary. Groups can be set up in every department with students taking the main responsibility for each department in turn.

In Tampere students in international groups share information about the works done at home. Some information and documents will be shown to give an idea of how to do a business plan. In international groups students share ideas to put it in a business plan, which will be presented in Malaga. The mini company to be created can be real or virtual, it depends on the group of teachers and students in each school. The mini company logo can be created, but can be done later throughout the project.

-Finland and Spain will be in contact in order to make the final agenda for Tampere. It'd be desirable to specify when, where and who will do the activities. Because the importance of CPD ( Continuous Professional Development) for the school authorities good practices on Maths will be shared. Some ideas could be the following: organising class observation, workshops, participating the Maths teachers in Finland, or each country prepare something to show in Finland about how they teach Maths in their country. It hasn't to be very specific things but general things such as different ideas of teaching, kinds of activities, type of resources ( books, printable activities, computers, blogs, white board,...), classroom layout, diversity treatment, innovative methods. In this respect, the agenda for Finland can have some periods with half the teachers doing an activity and the other half dedicated to students. Finland will check whether the computer room works properly with different document and video formats.

-Open Educational Resources of Mathematics in English and our mother tongue to be shared in Tampere.

6a) 12.15 Teachers and students meet in the library. Kristin hands out the certificates of attendance to teachers and students.

6b) Emilio gives big thanks to everyone present, especially to Stefan and Kristin, our host teachers, and offer his congratulations to all the students for their good behavior during the mobility. Besides, he puts emphasis on the eTwinning platform to upload materials, create pages, subpages, folders, and using its chat and messaging tools.

6c) 12.45. Finally, students and teachers sing the Christmas carol “Jingle Bells”. Free time to walk around Achim and prepare the departure of some partners.