Building their Tomorrows, Today!

Comenius Team Meeting

Held on Thursday 18th October 2012

Host Country/School: UK - Bradfields Community Special School


The following items were discussed / actions agreed:

1. Details received from Project Leader [AR]
   
   1.1 Noted that AR required details from some partners for the Website. Agreed that AR send out requests to each country stating exact detail required and date by which it must be submitted.
   
   Actions:
   1. AR to contact all partners during Nov 2012.
   2. Other partners to respond accordingly.

   1.2 Noted that AR required details from some partners for the E-Folio. Agreed that AR send out requests to each country stating exact detail required and date by which it must be submitted.
   
   Actions:
   1. AR to contact all partners during Nov 2012.
   2. Other partners to respond accordingly.

   1.3 Noted that some details had been received from various partners for the Newsletter. Noted that Portugal were acting as editorial team for this, however it would be useful if submissions were short and precise in content with photos if possible. Noted that some countries were still to make submissions.
   
   Agreed that AR send out requests to each country stating exact detail required and date by which it must be submitted.
   
   Actions:
   1. AR to contact all partners during Nov 2012.
   2. Other partners to respond accordingly.

   1.4 It was noted that sometimes the requests sent out and indeed the decisions made required the use of clear and simple English to ensure all partners were clear on tasks and deadlines.
2. Visit to Estonia in 2013

2.1 It was noted that the next trip was to Estonia and the agreed dates were as follows:
   - Arrive in Estonia: Sunday 3\(^{rd}\) March 2013
   - First Meeting in Sindi Gymnasium: Monday 4\(^{th}\) March 2013
   - Departure Date from Estonia: Friday 8\(^{th}\) March 2012

2.2 It was agreed that each partner school would ensure that it gave clear consideration to the number of staff and students intending to travel to Estonia. It was agreed that the team leader in each country would have made such detail available in November.
   **Action:** 1. All partner schools prepare details of staff/students.

2.3 It was agreed that Estonia would email each partner country in mid-November 2012 requesting the forms for staff and students to be completed and returned by a date specified to be no later than 30\(^{th}\) November 2012.
   **Actions:**
   1. Estonian Partners to send out forms mid-Nov 2012;
   2. Other 5 Partners to complete and return forms by 30\(^{th}\) Nov 2012.

2.4 It was agreed that the detail sent to Estonia had to include clear information on Medical and SEN needs of students travelling and whether they wanted [or not] to be hosted in Estonian homes. It was noted that this early collation of detail would enable the Estonian staff to try and match students/host families appropriately.

3. Date of Next Meeting

3.1 It was agreed that the date of next meeting [in Estonia] would be set by Estonian staff when preparing Project timetable for 3-8 March 2013.

4. Any Other Business

4.1 UK Hosting School wished everybody a safe return journey home.