

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	March – August2017
Name of the employee	Jo Bunn / Susan
Category of Staff	Practitioner at Moor Lane Day Nursery

Date	Activity – Intellectual Output	Hour
1/03/2017	Meeting with AfC Lead - review & planning for Kingston Job Shadowing week ALL IOs 3,4,5	3 hours (1 hr each)
15/03/2017	Visit to KMBES CC to review action and share ideas – snack café, etc IO4, 5,6	3 hours (1 hr each)
16/03/2017	Preparation of photo / info book for children / visitors to settings IO 4	3 hours
17/03/2017	Sharing docs & info for Job Shadowing visit to Kingston with AFC Lead ALL IOs 3,4,5,6	2 hours (0.5 hours)
7/04/2017	Impact of project on Meal times - for EY Service meeting IO 5	1 hour
5/05/2017	Preparation for Job Shadowing week to Norway IO3, 4,6	1.5 hours (30 mins each)

16/05/2017	Reflections from Norway- Sharing possibilities Team meeting IO 3,4,5,6	4 hours (1 hour each)
12/06/2017	Susan Meet AfC Lead – Towe overview & possibilities	2 hours (30 mins each IO)
20/06/2017	Reading Towe materials &WB audit – prep for focus on environment	1 day : 2 hrs -IO3 2 rs -IO4 2 hrs -IO6 1.5 hrs – IO5
26/06/2017	Meeting with AfC Lead and Action Planning IO3,4,	2 hours 1 hour each
	Total hours IO3 6.5 hours IO4 10.5 hours IO5 4.5 hours IO6 5.5 hours	
7 ½ hours = 1 day	Total days	3 days, 4.5 hours

Alan M M Jee