

ToWe Project – Project Management Record of Activities

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	September, 2017 – January, 2018

Dates	Name	Activity	Cost if Appropriate
Personal study and planning:			
1/09/2017 (2 hours)	A McGee	Review ToWe plans prior to meeting team	
11/09/2017 (2 hours)	A McGee	Meeting preparation & planning	
13 / 09/2017 (1 hour)	A McGee	Preparation for EYFSL dissemination	
27/09/2017 (2 hours)	A McGee	Prepare for Individual ToWe meeting with Kat	
28/09/2017 (2 hours)	A McGee / EY admin	ToWe Conference (Multiplier event) reminder FLYER.	
1/11/2017 (4.5 hours)	A McGee	ToWe Conference (Multiplier event) preparation	
9/11/2017 (4 hours)	A McGee	Multiplier event prep and forward planning	
15/12/2017 (6 hours)	A McGee	Own Conference Workshop preparation	
Finance & legal arrangements:			
2/11/2017 (1 hour)	A McGee	Discussion with AfC Finance officer	
27/11/2017 (1 hour)	A McGee / Finance	Discussion with AfC EY Finance re Conference resourcing	
20/11/2017 (1 hour)	A McGee / Finance	Meeting with AfC Finance officer re budget	
14/12/2018 (2 hours)	A McGee / KU Finance	Liaison with Uni (venue) re multiplier event costs	
Planning & dissemination to AfC EY Service:			
1/08/2016 (2 hours)	A McGee / Director of Education	Update Director on start of ToWe work with settings and future plans	
26/09/2017 (1 hour)	A McGee / EYFSL sschools	Dissemination to EYFSL School Leader session	
20/10/2017 (1 hour)	A McGee / WfD	Discussion with Workforce Development re Conference (Multiplier event) planning	

3/11/2017	A McGee	Visit to Kingston University re Conference	
	A McGee	Preparation for meeting with ToWe practitioners	
30/11/2017 (2 hours)	A McGee / Helen S	Meeting with Helen at KU	
30/11/2017 (5 hours)	A McGee	Checking final details for reports	
8/12/2017 (2 hours)	A McGee / EY Lead	Discussion with EY Team Leader	
8/12/2017 (5 hours)	A McGee/ Claire Howes	Conference packs	
13/12/2017 (3 hours)	A McGee/ Claire Howes	Conference planning meeting	
19/12/2017 (2 hours)	A McGee/ Claire Howes	Meeting Claire re Conference.Packs, etc..	
21 /10/2016 (2 hours)	A McGee	Writing Newsletter article for EY Service Newsletter	
2/01/2018 (7 hours)	A McGee	Conference preparation – transport, resourcing, handouts, etc..	
3/01/2018 (3 hours)	A McGee/ Claire Howes	Claire – delegate packs	
5/01/2018 (3 hours)	A McGee	Check all team workshop details	
5/01/2018 (3 hours)	A McGee & team	Visit to Conference venue (KU) – IT check with technician	
8/01/2018 (5 hours)	A McGee	Conference (Multiplier event) materials & contact with team	
Meetings with AfC Lead settings & related support			
7/09/2017 (2 hours)	A McGee / K Hogarth	Meeting 67b	
13/9/2017 (2 hours)	A McGee	Towe activity & plans - communication	
14/9/2017 (1 hours)	A McGee / K Hogarth	Discussion with Kat	
28/09/2017 (2.5 hours)	A McGee / K Hogarth	Meeting 67b	
2/10/2017	A McGee / Susan V & Lucy C	Meeting & observation Susan at Moor Lane	
13/11/2017 (2.5 hours)	A McGee / Susan V	Meeting Susan at Moor Lane	
15/11/2017 (3.5 hours)	A McGee / JB / KH / TM	Multiplier event Meeting ToWe practitioners at Heathfield	
Update Documentation- Overview of Project & report info			
4/10/2017 (3 hours)	A McGee	Collation of activity & time spent	

18/10/2017 (2 hours)	A McGee	Work on Progress report	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	September 2017- October 2017
Name of the employee	Jacqueline Bruce
Category of Staff	Practitioner at Heathfield Children's Centre

Date	Activity – Intellectual Output	Hour
07.10.17	Reading Early Languages (106)	2
09.10.17	Reading Early languages (106)	1
09.10.17	Reviewing crèche documents (106)	1
7 ½ hours = 1 day		4

Date	October 2017	Signature (employee)	Jacqueline Bruce
Date		Signature (employer)	

ToWe Project – Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	October-November 2017
Name of the employee:	Jacqueline Bruce
Category of Staff:	Practitioner at Heathfield Children's Centre

Date	Activity – intellectual Output	Hour
15/10/17	New Crèche Paperwork (103-106)	4
16/10/17	Reviewing the above (106)	1
30/10/17	Creating Display (106)	1
2/11/17	Typing/reading (Janette's docs) (106)	2

$$\begin{aligned}
 &= 106 = 5 \\
 &105 = 1 \\
 &104 = 1 \\
 &103 = 1
 \end{aligned}$$

ToWe Project – Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	November-December 2017
Name of the employee:	Jacqueline Bruce
Category of Staff:	Practitioner at Heathfield Children's Centre

Date	Activity – intellectual Output	Hour
01/12/17	Meeting to discuss Workshop structure (106)	2
12/12/17	Visit Kingston University (PM night)	3

ToWe Project – Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	December 2017 – January 2018
Name of the employee:	Jacqueline Bruce
Category of Staff:	Practitioner at Heathfield Children's Centre

Date	Activity – intellectual Output	Hour
15/12/17	Working on presentation content and order (106)	3
19/12/17	Working on presentation content and order (106)	4
22/12/17	Working on presentation content and order (106)	5
02/01/18	Preparing registration form in Welsh (106)	2
03/01/18	Preparing materials for 'what would you say?' (106)	7
04/01/18	Sourcing materials for 'What's in the box?' (106)	1
05/01/18	Preparing materials for 'What's in the box?' (106)	9
07/01/18	Preparing materials for 'What's in the box?' (106)	5
08/01/18	Preparing display boards (106)	2
09/01/18	Preparing display boards (106)	6
10/01/18	Workshop = Not included (106)	9

in spreadsheet.

= 44 hrs.

*5.86
days.*

Signed:

Alisa MMG

Jan. 2018.

(AFC)

Report 5.
Signed

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	01.10.17 to 22.01.18
Name of the employee	Janette Barber
Category of Staff	Practitioner at Heathfield Children's Centre

Date	Activity – Intellectual Output	Hour
07.10.17	Reading – health chapter	2
08.10.17	Writing reflections, health, draft	2
01.12.17	Janette, Jackie, Nora- ideas workshop	1.5
11.12.17	Reading – toddlers early languages	3
12.12.17	Towe workshop- early languages- prep and reading	3
15.12.17	Towe workshop- early languages- prep and reading	3
19.12.17	Towe workshop- early languages- prep and reading	3
22.12.17	Towe workshop- early languages- prep and reading	3
28.12.17	Towe workshop- early languages- prep and reading	5.5

29.12.17	Towe workshop- early languages- prep and reading	7
02.01.18	Towe workshop- early languages- prep and reading	5
03.01.18	Towe workshop- early languages- prep and reading	6
04.10.18	Towe workshop- early languages- prep and reading	3
05.01.18	Woring on TOWE at HF	2.5
05.01.18	Kingston Uni visit (IT) and travel	3.5
06.01.18	Towe workshop- early languages- prep and reading	6
07.01.18	Towe workshop- early languages- prep and reading	7
08.01.18	Towe workshop- early languages- prep and reading	2
09.01.18	Towe workshop- early languages- prep and reading	4.5
10.01.18	Towe workshop- early languages- prep and reading	8 (Not included)
18.01.18	T.call – Nursery world, Annette Rawstrone	PM 1.
22.01.18	Email- Nursery world, Annette Rawstrone	PM 1
7 ½ hours = 1 day	TOTAL for period	82.5

Date	26.01.18	Signature (employee)	Janette Barber <i>Janette Barber</i>
Date	29/1/18	Signature (employer)	Alison M M ^o oee <i>Alison M M^ooee</i>

= 68.5 hr (106)
= 9.13 days

2 hrs (P M^ooents)
8 hrs (Multiplier wait)
4 hrs (103) = 0.53 days

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	8 th Dec 2017 – 10 th Jan 2018
Name of the employee:	Nora Kere Zovic
Category of Staff	Practitioner at Heathfield Children's Centre

Date	Activity – Intellectual Output	Hour
8th-14 th Dec 2017	Reading and Studying Towe material and manuals	4
15 th Dec 2017	Meeting with HF Towe team to research material and devise each aspect and commence boards and visuals	6
22 nd Dec 2017	Consolidation meeting with research and formation of how to roll out Towe material	6
3 rd January 2018	HF Meeting Writing and mapping the Displacement task Compiling materials for ESOL boxes Reviewing Speech bubbles and reflection methods	8
4 th Jan 2018	Drafting displacement dialogue in English and French Intro and What's in the box padding language	2
5 th Jan 2018	Towe team meeting at HF to assess progress and delivery strategy – Edited all text and made design changes for colour correction on graphics	5
6 th Jan 2018	Reviewed material and delivery	2
7 th Jan 2018	Proof-read presentation and submitted all changes	2
9 th Jan	Rehearsed delivery in English and French reviewed all material in preparation	2

10 th January 2018	Set-up and Delivered Towe presentation at Kingston University with the HF team Multiplier event (Not included)	8
		45 total
7 ½ hours = 1 day		→ 37 hrs = 4.93 days 106

Date	10 th January	Signature (employee)	Nora Kerezovic
Date	19 th Jan.	Signature (employer)	<i>[Signature]</i>

13/9/2018

Alex M M P (AFC)

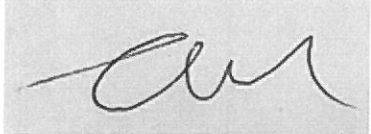
~~6.54~~ hours.

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	September 2017 – February 2018
Name of the employee	Tom Maybey
Category of Staff	Children's Centre Lead Practitioner

Date	Activity – Intellectual Output	IO	Hour
28 September 2017	Meeting with Ali McGee	IO3, 4 and 5	2
19 October 2017	Meeting to plan conference	IO4 and 5	2
November 2017	Creation of children's voice displays in centre	IO4	2
9 November 2017	Meeting to plan conference	IO4 and 5	3
29 November 2017	Meet Kat to plan conference	IO4 and 5	2
12 December 2017	Visit KU for conference preparation	IO5	2
5 January 2018	Conference preparation	IO5	2
7 January 2018	Conference preparation	IO5	4
9 January 2018	Conference preparation	IO5	2
10 January	TOWE Conference <i>(Not included)</i>	IO5	9

2018			
2 February 2018	Preparing for setting visits – focus on children’s voice displays, snack café and languages	104, 5 and 6	6
	Total hours		36
7 ½ hours = 1 day	Total days		4.8

Date	Feb 2018	Signature (employee)	
Date	13/9/18.	Signature (employer)	Alison M Mgee

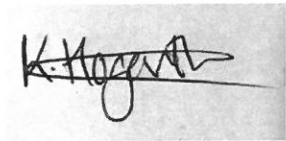
ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	September 2017 – February 2018
Name of the employee	Kathryn Hogarth
Category of Staff	Children's Centre Manager and TOWE Practitioner

Date	Activity – Intellectual Output	IO	Hour
7.09.17	Meeting with Ali	IO3, 4 and 5	2
28.09.17	Meeting with Ali	IO3, 4 and 5	2
13.11.17	Work in Centre – focus on children's voice displays	IO4	2
15.11.17	Meeting to Plan Conference	IO4 and 5	3
29.11.17	Meet Tom to Plan Conference	IO4 and 5	2
12.12.17	Visit Uni for Conference	IO5	2
28.12.17	Conference Prep	IO5	5
01.01.18	Conference Prep	IO5	6
04.01.18	Conference Prep	IO5	2
07.01.18	Conference Prep	IO5	4

7 ½ hours = 1
day

Total days		6.13
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Date	Feb 2018	Signature (employee)	
Date	11/9/18.	Signature (employer)	Alison M. Hogen

