**ToWe Project - Time Sheet**

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | **Achieving for Children** |
| Period: |  **08.12.17 to 10.01.18** |
| Name of the employee | **Nora Kerezovik** |
| Category of Staff | **Practitioner at Heathfield Children’s Centre** |

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| **Date** | **Activity – Intellectual Output ( all IO6)**  | **Hour** |
| 8th-14th Dec 2017 | Reading and Studying Towe material and manuals | 4 |
| 15th Dec 2017 | Meeting with HF Towe team to research material and devise each aspect and commence boards and visuals | 6 |
| 22nd Dec 2017 | Consolidation meeting with research and formation of how to roll out Towe material | 6 |
| 3rd January 2018 | HF Meeting Writing and mapping the Displacement taskCompiling materials for ESOL boxesReviewing Speech bubbles and reflection methods | 8 |
| 4th Jan 2018 | Drafting displacement dialogue in English and FrenchIntro and What’s in the box padding language | 2 |
| 5th 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 |
| 6th Jan 2018 | Reviewed material and delivery | 2 |
| 7th Jan 2018 | Proof-read presentation and submitted all changes  | 2 |
| 9th Jan | Rehearsed delivery in English and French reviewed all material in preparation | 2 |
| 10th January 2018 | Set-up and Delivered Towe presentation at Kingston University with the HF team | 8 |
|  |  | **45 total** |
| **7 ½ hours = 1 day** |  |  |

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| Date | 10th January | Signature (employee) | Nora Kerezovic |
| Date  |  | Signature (employer) |  |