

ToWe Project – Project Management Record of Activities

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	March, 2018 – August, 2018

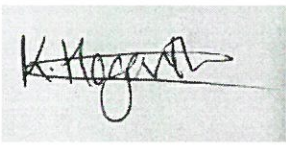
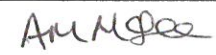
Dates	Name	Activity	Cost if Appropriate
Personal study and planning:			
7.03.2108 (1 hour)	Janette Barber / Tom Maybey / Kat Hogarth	Meeting regarding ToWe focus and March Conference & visits	
10/03/2018 (2 hours)	Tom Maybey	Preparation for Conference at KU	
12/03/2018 (3 hours)	Tom Maybey	Preparation for Conference at KU & international delegate visit (KMBES CC)	
12/03/2018 (1 hour)	Janette Barber	Preparation for international delegate visit (Heathfield CC)	
12/03/2018 (1 hours)	Tom Maybey	Preparation for Conference at KU	
12/03/2018 (6 hours)	Kathryn Hogarth	Preparation for Conference at KU Completing the implementation & impact table	
Planning & dissemination :			
15 /03/2018 (7 hours)	Kathryn Hogarth	Manage International delegates visit to Centre (KMBES CC)	
15 /03/2018 (5 hours)	Janette Barber	Manage International delegates visit to Centre (Heathfield CC)	
15 /03/2018 (7.5 hours)	Janette Barber / Tom Maybey / Kat Hogarth	Conference at KU	
Update Documentation- Overview of Project & report info			
March – August, 2018 (7.5 hours)	Janette Barber / Tom Maybey / Kat Hogarth	Collation of activity & time spent – discussions & email with EY Lead & KU Lead	

ToWe Project - Time Sheet

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Period:	March 2018 – August 2018
Name of the employee	Kathryn Hogarth
Category of Staff	Children's Centre Manager and TOWE Practitioner

Date	Activity – Intellectual Output	Hour
7 th March	IO5 – preparing for the conference to be held 16 th March	6
12 th March ✓	Project Management – preparing for the conference to be held 16 th March and completing the implementation and impact table.	6 PM
15 th March ✓	Project Management – delegates visiting the Children's Centre	7 PM
16 th March	IO5 – setting up and delivering the meal time presentation for the delegates at the conference at Kingston Uni.	9 (Not included)
July	IO4 - Planning the provision for the summer holidays with a focus on well being and increasing children's independence – planning with practitioners around specific stay and play sessions which focus on children's voices and expression.	7.5
9 th August	IO6 – Audit of resources across all new sites around additional languages	3
16 th August	IO5 – Audit of resources across all new sites around meal times/snack cafe	3
23 rd August	IO5 and IO6 – team meeting to discuss ordering new resources as a result of the audit	2
30 th August	IO6 - Planning the future provision for September – December with a focus on groups specifically for children with English as	7

	an additional language, including Spanish speaking rhyme time, and the funding of an EAL group at both Mortlake and Barnes Children's Centres.	
7 ½ hours = 1 day	Total hours	50
	Total days	6.67

Date	12/09/2018	Signature (employee)	
Date	12/9/18	Signature (employer)	

103 104 105 106 PMngmt →
 0 7.5hr 10 hr 11 hr 13 hrs
 → 0 1 day 1.3 days 1.46 days → 1.73 days

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

Date	Activity – Intellectual Output	Hour
1 March 2018	Creation of choice cards for non-verbal or EAL children (IO5 & IO6)	3
7 March 2018	Meeting for planning visit (IO5)	2
10 March 2018	Project Management : Preparation for international conference	2 PM
12 March 2018	Project Management : Preparation for international conference and visit	3 PM
13 March 2018	Project Management : Preparation for international conference	1 PM
15 March 2018	Hosting international visitors to centres (IO5)	4
15 March 2018	Preparation for international conference (IO5)	1
16 March 2018	Delivering presentation on child's voice several times at international conference (IO5)	9
6 June 2018	Working out how much advice had been given to parents that correlated with TOWE (IO3)	12 (in total since last timesheet)

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Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	24.01.18- 16.03.18 <i>Report 6 March - August</i>
Name of the employee	Janette Barber
Category of Staff	Practitioner at Heathfield Children's Centre

Date	Activity – Intellectual Output	Hour
07.03.18	Meeting at 67B with Kat and Tom (to discuss international delegates visit to Children's Centers)	1
08.03.18	Dissemination of TOWE environmental audit to colleagues at TP – IO3 – Toddlers wellbeing	<u>1</u> = 1.03
12.03.18	ToWe prep for international visit-Heathfield	1
15.03.18	ToWe- International delegates visit Heathfield Children's Centre	5
16.03.18	ToWe – National /international workshop -Kingston University	7.2
		14.2 days
7 ½ hours = 1 day		15.2

*Project Management = 1.8 days.
10.3 = 0.13*

Date	22.08.18	Signature (employee)	Janette Barber <i>Janette Barber</i>
Date	13/9/18	Signature (employer)	Alison M. G. (AFC) <i>Alison M. G.</i>

ToWe Project – Time Sheet

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

Date	Activity – intellectual Output	Hour
09/03/18	Preparing displays in advance of International visitors (106)	2
12/03/18	Working with Janette Barber to discuss presentation (106)	1.5
15/03/18	Meeting International visitors	1.5

3.5 hrs
 = 0.46 days

13/9/18.

Alison M. M. G. (AFC)

