**ToWe Project – Project Management Record of Activities**

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | **Kingston University** |
| Period: | **March 2017 – August 2017** |

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| **Dates** | **Name**  | **Activity**  | **Cost if Appropriate** |
| 2.3.17 | Helen Sutherland | Visit to Setting Partners setting Moor Lane Day Nursery |  |
| 3.3.17 | Helen Sutherland | Emails to partners re financial reports E1 preparation and marketing  |  |
| 7.3.17 | Helen Sutherland | C2 emails |  |
| 8.3.17 | Helen Sutherland | C2 emails |  |
| 9.3.17 | Helen Sutherland | C2 emails and Financial Reporting 3B |  |
| 16.3.17 | Helen Sutherland and Alison McGee | C2 planning |  |
| 20.3.17 | Helen Sutherland and Yasmin Mukadam | C2 planning, emails and adding financial reporting 3B to private access website |  |
| 21.3.17 | Helen Sutherland | C2 delivery of English Educational System and Curriculum. Meal with ToWe Setting Partners Job Shadowing | £22 mealParking £4 |
| 24.3.17 | Helen Sutherland | C2 Reflective session refreshmentsC2 Delivery of the Reflective Session |  |
| 3.4.17 | Helen Sutherland and Amanda Chase | E1 planning |  |
| 3.4.17 | Helen Sutherland | Emailing EEL evaluative questionnaires and setting partner details |  |
| 4.4.17 | Helen Sutherland | Emailing partners re multiplier events |  |
| 18.4.17 | Helen Sutherland | Emailing partners  |  |
| 19.4.17 | Helen Sutherland and Yasmin Mukadam | E1 planning |  |
| 20.4.17 | Helen Sutherland and Yasmin Mukadam | E1 planning |  |
| 3.5.17 | Helen Sutherland | Emails to partners and EECERA |  |
| 10.5.17 | Helen Sutherland | C2 emails and paperwork |  |
| 13.5.17 | Helen Sutherland and Yasmin Mukadam | Dissemination EECERA |  |
| 17.5.17 | Helen Sutherland  | E1 organisationEmailsFinancial spreadsheet for E1  |  |
| 18.5.17 | Helen Sutherland and Amanda Chase | Leaflets for Comenius Association |  |
| 19.6.17 | Helen Sutherland | Dissemination EECERA presentations |  |
| 24.7.17 | Helen Sutherland | Emails to EELs and partnersDissemination article feedbackEmail to Amanda Chase re: leaflets for EECERA |  |
| 29.8.17-1.9.17 | Helen Sutherland and Yasmin Mukadam | EECERA conference presenting at ToWe Symposium on the ToWe project:Sutherland H. And Mukadam Y. (2017) The ToWe Project:*In 27th* EECERA Conference; 28 August -1 September 2017. Bologna, Italy. (Unpublished)Monika Röthle and Helen Sutherland (2017) The ToWe Project: Enhancing the Education and Wellbeing of Disadvantaged Toddlers through the Development of Training and Materials to Support Early Years Practitioner. *In 27th* EECERA Conference; 28 August -1 September 2017. Bologna, Italy. (Unpublished) |  |

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| Date | 06.03.17 | Signature (project manager) | H:\Helen's Signature.PNG |
| Date  | 06.03.17 | Signature (employer) |  |