**ToWe Project - Time Sheet**

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara Serveis – Escola Bressol Mas Balmanya |
| Period: | 1st March 2017 to the 31 August 2017 |
| Name of the employee | Mª Jose Riella Barragan |
| Category of Staff | practitioner |

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| **Date** | **Activity – Intellectual Output** | **Hour** |
| 01/03/2017 | Prepare a schedule to analyze what we have to improve to get another step in our work with wellbeing material’s.  **I.O 3** | 2:00h |
| 02/03/2017 | Discuss about a script of what we need to observe about the relation between the children.  **I.O 4** | 2:00h |
| 03/03/2017 | Record a video and analyse conflict situations between the children and what is our intervention.  **I.O 4** | 2:00h |
| 06/03/2017 | Discuss about the conflict resolution exposing some especial moments that have been happening the previous week.  **I.O 4** | 2:00 h |
| 07/03/2017 | Prepare resources to implement our work with our own language.  **I.O 6** | 2:00 h |
| 08/03/2017 | Skype meeting with Helen to discuss how it can be our contribution of wellbeing in the book.  **I.O 3** | 1:30h |
| 08/03/2017 | Prepare the content that we want to write in the contribution of the book of wellbeing.  **I.O3** | 2:00 h |
| 09/03/2017 | Prepare a briefing on what changes we have implemented at the time of the meals for the families.  **I.O 5** | 4:00 h |
| 13/03/2017 | Analyze videos and work about conflict’s resolution.  **I.O 4** | 2:00 h |
| 16/03/2017 | Session with the families of the school to explain the implementation of TOWE in meal times.  **I.O 5** | 2:00 h |
| 27/03/2017 | Share with our colleges of the team about our learnings in the job shadowing of meal times  **I.O 5** | 0:30 h |
| 27/03/2017 | Share with our colleges of the team about our learnings in the job shadowing of voice and expression  **I.O 4** | 0:30 h |
| 27/03/2017 | Share with our colleges of the team about our learnings in the job shadowing of wellbeing  **I.O 3** | 0:30 h |
| 27/03/2017 | Share with our colleges of the team about our learnings in the job shadowing of early languages  **I.O 6** | 0:30 h |
| 28/03/2017 | Work with wellbeing’s contribution of the book.  **I.O 3** | 2:30 h |
| 29/03/2017 | Work with children’s voice contribution of the book.  **I.O 4** | 2:00 h |
| 30/03/2017 | Work with meal time’s contribution of the book.  **I.O 5** | 2:00 h |
| 03/04/2017 | Share with the families our learnings in the job shadowing of early languages  **I.O 6** | 0:30 h |
| 03/04/2017 | Share with the families our learnings in the job shadowing of wellbeing  **I.O 3** | 0:30 h |
| 03/04/2017 | Share with the families our learnings in the job shadowing of voice and expression  **I.O 4** | 0:30 h |
| 03/04/2017 | Share with the families our learnings in the job shadowing of meal times  **I.O 5** | 0:30 h |
| 04/04/2017 | Elaboration of a story in the different languages that we have at the moment in the school to share it with the families.  **I.O 6** | 3:00 h |
| 06/04/2017 | Elaboration of a story in the different languages that we have at the moment in the school to share it with the families.  **I.O 6** | 3:00 h |
| 10/04/2017 | Work about how to change the outside of the school to get a better environment there.  **I.O 3** | 2:30h |
| 11/04/2017 | Elaboration of a story in the different languages that we have at the moment in the school to share it with the families.  **I.O 6** | 2:00 h |
| 18/04/2017 | Elaboration of a story in the different languages that we have at the moment in the school to share it with the families.  **I.O 6** | 2:00 h |
| 27/04/2017 | Work with the team about our observation in voice and expression.  **I.O 4** | 2:00 h |
| 15/05/2017 | Prepare all the information that we have learned about well being in Sandness Komune  **I.O 3** | 1:00 h |
| 15/05/2017 | Prepare all the information that we have learned about meal times in Sandness Komune  **I.O 5** | 1:00 h |
| 15/05/2017 | Prepare all the information that we have learned about voice and expression in Sandness Komune  **I.O 4** | 1:00 h |
| 15/05/2017 | Prepare all the information that we have learned about lenguages in Sandness Komune  **I.O 6** | 1:00 h |
| 15/05/2017 | Share with the team our learnings in the job shadowing of early languages  **I.O 6** | 0:30 h |
| 15/05/2017 | Share with the team our learnings in the job shadowing of wellbeing  **I.O 3** | 0:30 h |
| 15/05/2017 | Share with the team our learnings in the job shadowing of voice and expression  **I.O 4** | 0:30 h |
| 15/05/2017 | Share with the team our learnings in the job shadowing of meal times  **I.O 5** | 0:30 h |
| 16/05/2017 | Meeting with paediatric nurse, to talk about our options to work more together with the health and the developments of the children. | 2:30 h |
| 12/06/2017 | Create a resource to improve our work with our own language through riddles, rolls and poems.  **I.O 6** | 3:00 h |
| 14/06/2017 | Create a resource to improve our work with our own language through riddles, rolls and poems.  **I.O 6** | 3:00 h |
| 15/06/2017 | Create a resource to improve our work with our own language through riddles, rolls and poems.  **I.O 6** | 3:00 h |
| 19/06/2017 | Prepare materials to work about wellbeing at the team work week.  **I.O 3** | 1:00 h |
| 20/06/2017 | Prepare materials to work about meal times at the team work week.  **I.O 5** | 1:00 h |
| 21/06/2017 | Prepare materials to work about observation of the children in the team work week.  **I.O 5** | 2:00 h |
| 26/06/2017 | Work with the materials and the spaces to make our school a good environment for the children.  **I.O 3** | 6:00 h |
| 27/06/2017 | Discuss with all the team about how the changes are being implemented in meal times and if they are the best way to work with children.  **I.O 5** | 5:00 h |
| 29/06/2017 | Work with the materials of the children observation to learn all the team how observe the play of the children.  **I.O 4** | 6:00 h |
|  | **Total hours** | **85** |
| **7 ½ hours = 1 day** | **Total days** | **11.333** |

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| Date | 31.08.2017 | Signature (employee) |  |
| Date |  | Signature (employer) |  |