**ToWe Project - Time Sheet**

|  |  |
| --- | --- |
| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara Serveis – Escola Bressol Mas Balmanya |
| Period: | 1st March - August 2018 |
| Name of the employee | Mª Jose Riella Barragan  |
| Category of Staff | practitioner |

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity – Intellectual Output** | **Hour** |
| 26/03/2018 | Analyse the meal times videos on the team meeting **I.O 5** | 2:00h  |
| 05/04/2018 | Discuss with all the team about how can we create a document about our work in languages, through towe project . **I.O 6** | 2:00 h  |
| 09/04/2018 | Discuss all the team about the adult attitude in the team meeting. **I.O 3** | 2:00h |
| 12/04/2018 | Create a document of our work with languages.**I.O 6** | 4:00 h  |
| 16/04/2018 | Work with whole the team the adult attitude.**I.O 3** | 2:00h |
| 19/04/2018 | Take a first contact with Vic University, to schedule a training for the whole team about the attitude of adults during the 2018-19 academic course **I.O 3**  | 3:00h |
| 07/05/2018 | Work with whole the team the adult attitude.**I.O 3** | 2:00h |
| 10/05/2018 | Redact a document of **strategies** that we have used in wellbeing**.****I.O 3** | 3:00h |
| 17/05/2018 | Redact a document of **strategies** that we have used in children’s voice**.****I.O 4** | 3:00h |
| 24/05/2018 | Redact a document of **strategies** that we have used in meal times**.****I.O 5** | 3:00h |
| 31/05/2018 | Redact a document of **strategies** that we have used in early languages**.****I.O 6** | 3:00h |
| 28/05/2018 | Work whole the team with languages (analysing the videos of the children and talking about our work until now and how could we improve). **I.O 6** | 2:00h |
| 18/06/2018 | Show the Towe video to the whole new families for next year and explain our work with TOWE project. **I.O 3** | 20’ |
| 18/06/2018 | Show the Towe video to the whole new families for next year and explain our work with TOWE project. **I.O 4** | 20’ |
| 18/06/2018 | Show the Towe video to the whole new families for next year and explain our work with TOWE project. **I.O 5** | 20’ |

|  |  |  |
| --- | --- | --- |
| 18/06/2018 | Show the Towe video to the whole new families for next year and explain our work with TOWE project. **I.O 6** | 20’ |
| 26/06/2018 | Close the whole team with the topics worked on Towe with the written documents.**I.O 3** | 2:00h |
| 26/06/2018 | Close the whole team with the topics worked on Towe with the written documents.**I.O 4** | 2:00h |
| 26/06/2018 | Close the whole team with the topics worked on Towe with the written documents.**I.O 5** | 2:00h |

|  |  |  |
| --- | --- | --- |
| 26/06/2018 | Close the whole team with the topics worked on Towe with the written documents.**I.O 6** | 2:00h |
|  |  **Total hours** | **39,8****hours** |
| **7 ½ hours = 1 day** |  **Total days** | **5,306****days** |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | 31/08/2018 | Signature (employee) |  |
| Date  |  | Signature (employer) |  |