



Pan-European policy experimentations with tablets
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LINK OBSERVATION VISIT HANDBOOK

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WELCOME

Dear Colleague,

This handbook has been written for Ministry Partners/Responsible Organisations, schools and teachers participating in the Creative Classrooms Lab Project coordinated by European Schoolnet. The latest version of the handbook will be available on Dropbox for the project participants.

The purpose of the visit in this project is to observe and document the practice of using the tablets within learning and teaching.

If you need any help in arranging your Link Observation Visit, please do not hesitate to contact me.

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PREPARING FOR THE SCHOOL LINK OBSERVATION VISIT

During the course of the Creative Classrooms Lab Project, each partner country will receive one Link Observation Visit from the University of Wolverhampton. It is the role of the Ministry Partner/Responsible Organisation to organise the visit liaising with the schools and the University.

T4.3 Link Research Visits (M8-13; M19-22)

In Year 1 (M8/9-13) UoW will visit 4 of the 8 countries (9 partners) running pilots to undertake link observation visits. This will build upon the support of the webinars and will enable the teachers to demonstrate their practice. Each two day link observation visit should involve:

- Observations of Classroom Practice using the tablets
- Feedback to the practitioners who are implementing the tablets in the CCL Classrooms
- Opportunity to share practice from within and beyond the project (e.g. National Focus Group led by the University of Wolverhampton)

Taken from the Description of Work

Each visit will give CCL Project Schools the opportunity to show how the use of the tablets is being implemented. The most important part to remember is that the purpose of the observation is to document innovative practice in schools; it is not about making judgements or an inspection. However, the intention is that we will be able to collate evidence which will help to inform future work.

The purpose of the Link Observation Visit is:

- To look at classroom practice with the use of the tablets
- To observe the implementation of the policy scenarios
- To look at practice in **at least two** of the classrooms (this will be depend upon the location of the schools)
- To help define exemplary practice for the project
- To consolidate leading examples
- To interview practitioners
- To share European practice at a national level
- To provide the teachers with the opportunity to share practice (opportunity for Proposed National Focus Group).

The Ministry Partner/Responsible Organisation and the lead teacher will be sent a list of possible dates and asked to prepare a timetable for the visit. There is a guide to help you plan your visit and there are suggestions of the kinds of schedule you might offer. You can adapt this to suit your circumstances. Your proposed timetable should be submitted at least 10 days in advance of your visit.

LANGUAGE

The communication language of the Creative Classrooms Lab Project is English. However, we recognise that it may be easier for some countries to host some aspects of the national events in your home language. It has been suggested that you may be able to agree some local support for the link observation visit and the focus group. E.g. One idea from the workshop was to see if there could be local support from a University student or an English language teacher.

The lesson observations will be with the CCL teachers and it is anticipated that whilst the lesson may be delivered in the home language, this does not prevent the observer being able to understand the structure of the lesson, the way in which the content is delivered and how the tablets and other resources are being used. The National Focus Group could be delivered in both English and the home language.

PERMISSION FOR PHOTOS AND PUBLICITY RELATED TO THE PROJECT

During the visit, the observer would like the opportunity to take photos, and it would therefore be appropriate for Creative Classrooms Lab teachers to gain permission slips for photos and web presence as soon as possible for themselves and their students. More information about this will be made available from Elina Jokisalo (Elina.Jokisalo@eun.org)

PROPOSED DATES AND TIMETABLE FOR VISITS

The Link Observation Visits and Focus Groups are in two phases, with four or five countries in each phase. Each partner country will be visited once. The Ministry Partner/Responsible Organisation or the schools can identify a preference for which phase. The proposed dates are given below and have been circulated to the Ministry Partners/Responsible Organisations to enable them to document their preferences for the visits. Other dates may be made available on request.

(Please remember when planning, to allow travel time.)

	Phase One Dates Available	Countries (to be finalised)
1	10th March – 14th March 2014	
2	31st March – 4th April 2014	
3	7th April – 11th April 2014	
4	22nd April – 25th April 2014	
5	28th April – 2nd May 2014	
6	5th May – 8th May 2014	

A Google doc has now been made available for the Link Observation visits. <http://bit.ly/1bCqkFZ>

The Ministry Partner/Responsible Organisation will need to sign up for the preferred date as soon as possible. The date is not confirmed until a confirmation email has been sent by the University of Wolverhampton.

	Phase Two Dates Available	
1	13th October – 17th October 2014	
2	3rd November – 7th November 2014	
3	10th November - 14th November 2014	
4	17th November – 21st November 2014	
5	12th January - 16th January 2015	
6	26th January – 30th January 2015	
7	9th February – 13th February 2015	

PRIOR TO THE LINK OBSERVATION VISIT

EXAMPLE ONE

Day of the week	AM	PM	EVENING
Sunday	Travel may be agreed if School visit has to be on Monday morning. (this will be dependent upon flights available.)		
Monday	Travel to destination		
Tuesday	Classroom Observation and Interviews School one	Opportunity to interview the CCL Project teacher (45 minutes to 1 hour)	
Wednesday	Classroom Observation and Interviews School Two	National Focus Group	
Thursday	Classroom Observation and Interviews School Three		Travel Home

EXAMPLE TWO

Day of the week	AM	PM	EVENING
SUNDAY	Travel may be agreed if School visit has to be on Monday morning. (this will be dependent upon flights available.)		
Monday			
Tuesday	Travel to destination		
Wednesday	Classroom Observation and Interviews school one	Classroom Observation and Interviews School Two	
Thursday	Classroom Observation and Interviews School Three	National Focus Group 2.30 – 4.30	
Friday	Classroom Observation and Interviews School Four	Classroom Observation and Interviews School Five	Travel Home

The timetable above would be highly dependent on the schools being extremely close. In most cases this will not be possible. There are four days allowed for the link observation visit and the travel has to be included in this calculation.

LINK OBSERVATION VISIT (PROPOSAL)

We would like the link observation visit to include all of the elements below in at least **two** CCL schools, and we also recognise that you may have your own individual elements that you would like to highlight too. We appreciate that the length of the school day may vary, and therefore you may need to adapt certain elements of the visit to reflect the key activities. However, we would like your help to organise the following:

	Activity	Suggested duration (please use this as a guide to prepare the timetable)
1	Discussion with the head teacher or a senior staff member about the use of ICT in school (overview) and the way it links to the use of tablets	45 minutes - Focus on whole school development of ICT – this is so that we have the background and context of the school. In the Whole School Visit Record, you will see the areas that will be discussed as part of the visit.
2	Classroom Lesson Observations	Up to 1 hour per teacher for classroom observation. We would like to observe the whole lesson. In the Lesson Observation Record, you will see the details that will be observed. It would be helpful if you can provide a lesson plan in English for this lesson. There is a proforma available – but you can also use your own if you prefer.
3	Interviews/Discussion with the practitioner(s) involved	45 minutes This will give the opportunity to discuss the lesson and also questions about the Creative Classrooms Lab project.
4	Other areas that you may wish to highlight in your school/situation.	

PREPARING FOR THE LESSON OBSERVATION

During the school visit, we have asked if we can observe two whole lessons. This will enable the University to collate more details about the use of the tablets within learning and teaching. It is anticipated that the teachers who are observed will be CCL project teachers. It is important that we observe the whole lesson, as this will give us the opportunity to understand more about the structure of the lesson and the types of activities that the students are engaged in. The teacher does not need to deliver the lesson in English. Ultimately, the observation aims to capture the use of the tablets, the role of the teacher and the role of the students.

There is an observation proforma and this will be used to record any notes.

Ideally, the observer should have the opportunity to briefly meet with the teacher prior to the lesson to understand more about the context for the students' learning.

We would like the observation to last for a whole lesson i.e. 50-60 minutes.

- The observer will sit at the back of the classroom or in a seat allocated by the teacher.
- The teacher can ask the observer to help students within the lesson. (if required)
- The observer should record all lesson notes on the observation proforma and the written notes will be discussed with the teacher.

The teacher should not try to do something different for the link observation visit, For example, do not try to use technology for the whole of the lesson time, if you usually only use technology for the starter and plenary. The students will soon notice if you do something different to what they are used to. **The aim of the observation is to capture the “real use” of the tablets.**

AFTER THE LESSON

Ideally, the teacher who has been involved in delivering the lesson will have the opportunity to meet with the observer after the lesson. This will give the teacher the chance to clarify any particular details and to discuss with the University any observations that have been made.

The teacher should also make a copy of the lesson plan available in English or any lesson notes. We have included an example of a simple lesson plan within this handbook, but if you already have a different way of planning your lessons, it would be helpful if you could share this.

PROPOSED NATIONAL FOCUS GROUP

The purpose of a National Focus Group is to bring together the Creative Classrooms Lab teachers to disseminate the work of the project with other schools at a National Level. This will give the CCL project schools the opportunity to share examples from their classrooms and to look at the areas of focus within the project. It will also give other schools an insight into the practice in other countries and to understand the challenges with the implementation and use of tablets, with evidence from the observations made by the University of Wolverhampton.

Your Ministry Partner/Responsible Organisation will decide about where to host the event and arrange the invitations for other schools. Ideally, this will be hosted in one of the schools. We anticipate that the focus group will involve 20 teachers, and give each of your CCL teachers the opportunity to share their work at a national level. However, you will need to determine the number according to your venue and ease of access and budget available. Alternatively, it may be that you offer some schools the opportunity to attend a national webinar or online event.

It is anticipated that each country will want to organise the focus group slightly differently.

Ideally, we want to use the focus group to:

- Talk about the Creative Classrooms Lab project
- Encourage the Project Schools to share their practice (15-20 Minutes each)
- Share elements of practice from across the project
- Give other schools the opportunity to network and share ideas

We envisage that the focus group will last approximately 3 hours. The Ministry Partner/Responsible Organisation can organise the timing of the focus group to suit the national agenda and the work of CCL Project Schools. This is completely flexible and can be altered to suit the day. (e.g. if you would prefer to start later in the day, this is fine. You may also want to alter the length of the sessions. Please use the table as a guide.)

A GUIDE TO PLANNING A NATIONAL FOCUS GROUP

This is provided to the Ministry Partner/Responsible Organisation as a guide. The content can be adapted according to the context. For example, you may want to do this as an after school session. Some countries may have difficulty bringing all the teachers together face to face. However, in this situation, the Ministry Partner/Responsible Organisation may want to explore an online environment for this session.

Suggested Timings	Content
9.00am – 9.10am (10 minutes)	Introduction from Ministry Partner/Responsible Organisation
9.10am – 9.30am (20 minutes)	Overview of the Creative Classrooms Lab Project from the University of Wolverhampton
9.30am – 9.50am (20 minutes)	Presentation from CCL Project lead teacher – Classroom 1 - about the implementation of the tablets and to share examples of work
9.50am – 10.10am (20 minutes)	Presentation from CCL Project teacher – Classroom 2
10.10am- 10.30am (20 minutes)	Presentation from CCL Project teacher – Classroom 3
10.30am – 10.45am (15 minutes)	Coffee Break
10.45am – 11.05am (20 minutes)	Presentation from CCL Project teacher – Classroom 4
11.05am – 11.25am (20 minutes)	Presentation from CCL project teacher - Classroom 5
11.25am – 11.45am (20 minutes)	Discussion and Questions about the Progress of the Use of the Tablets in the Classrooms facilitated by the University of Wolverhampton
11.45am – 12noon (15 minutes)	Conclusions and Final Questions

Appendix

Documents to be included:

- **Whole School Visit Record**
- **Lesson Observation Record**
- **Lesson Plan Example (Schools can use their own)**

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