

Input milestone report WP1 – D 1.1.7

08/12/2020

D1.1.7 : Roadmap to engage school staff

A roadmap to engage school staff will be developed. It will contain methods and tools to engage school staff including teachers using online tutorials, face to face briefings during team meetings, flyers and short online movies. The roadmap will also include guidelines to work with an internal supervisor for the project in each school. This person can act as an intermediary between the student, the management and the coaches of the entrepreneur hubs.

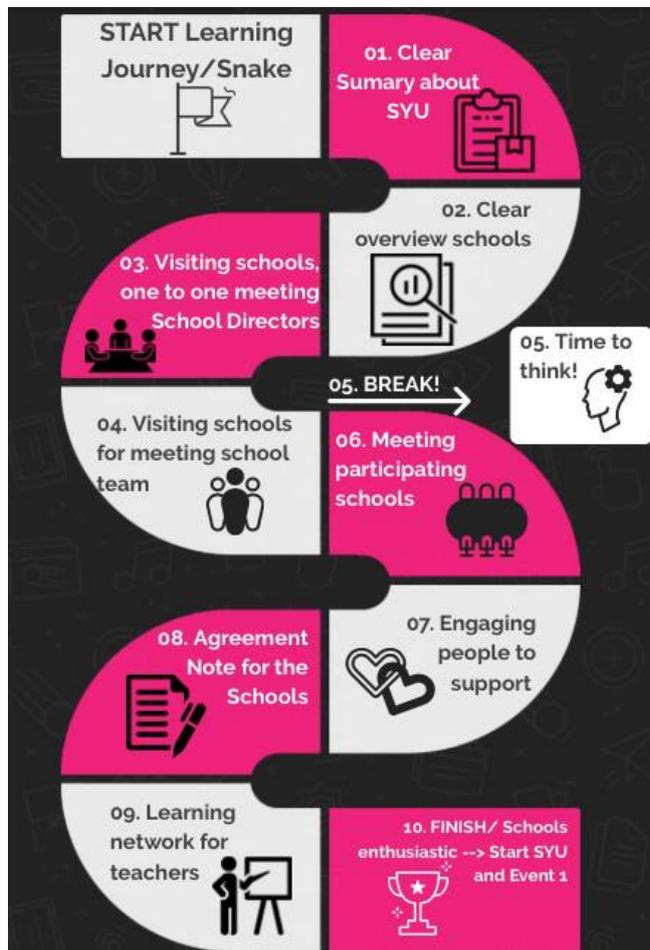
D 1.1.7 is an 'overarching' deliverable. It contains a lot of different materials for schools and brings together all previous deliverables (D 1.1.1, D 1.1.2, D 1.1.3, D 1.1.4, D 1.1.5, D 1.1.6).

In the overview here below, the links to the other materials are always clearly mentioned.

D 1.1.7 is a basis for project partners to sell the project to schools and engage and interact with school staff. However, as every project partner works in a specific local context, many partners adapt the materials to fit the local context. We will give some examples of how project partners adapted the materials to fit their own goals and specific circumstances.

Roadmap overview

PP6 developed an overview of how to sell the project to schools (D 1.1.1) and how to engage school staff (D 1.1.7)



This overview (D 1.1.1) is the basis for project partners to start collaboration with schools and engage them in the project. The completed deliverable D 1.1.1 can be found in the annexes.

Together, project partners have developed materials for each of the elements of this overview (1-10).

Based on the overview (D 1.1.1), individual project partners make their own roadmap for engaging schools locally. An example from PP8 (Wattrelos) can be found in the annexes.

1. Clear summary of the SPEED-You-UP project

As a first step, project partners inform the schools about the goals and the nature of the project. To this aim, they use the project website (<https://speed-you-up.org/>), tailored leaflets and flyers and presentations or prezi's.

Several examples of prezi's:

<https://prezi.com/v/o9so2fzhrfhr/speed-you-up/> (PP11)

<https://prezi.com/p/fbcfdy8aacwn/speed-you-up/> (PP4)

For the leaflets and flyers, four different examples can be found in the annexes.

2. Overview schools

This is a step that needs to be done locally: project partners are asked to contact schools in their local area through (face to face or online) meetings, using the materials developed in the previous step, or to work together with the educational department of the city to inform all the secondary schools in their area.

Project partners work together with schools that show interest in the project and where the target group is represented. To assist project partners and schools with this, an indicator list was created. This indicator list can be found in the annexes (D 1.1.2).

3. School visits

Once a school is interested in the project, it is important to get the management team of the school on board.

Project partners discuss the project in depth with the school management team to get an agreement on collaboration.

Main points that are discussed during these meetings:

- goal and context of the project
- practical/organizational issues: which classes, how many hours a week, 'marriage' with learning goals in the school curriculum, how to recruit students, organization of the hub, ...

We developed an annex that gives an overview of the links between the SYU modules and learning competencies (has been added as an annex "Link SYU modules and learning competencies").

- room for school management team to ask questions and give remarks
- define ambitions
- list to do's and make further agreements on how to inform the school staff

An example report from a meeting with a school management team has been added to the annexes for D 1.1.7 (start-up meeting with school). This was a meeting in Sint-Niklaas (PP4) with a school (CDO Newton) who enrolled in SPEED You UP in September 2020.

4. Visiting schools for meeting school team

Once the school management team is on board, meetings with the school staff are planned. In these meetings, teachers are further introduced to the project, get all relevant information on the SPEED You UP programme, the website, the administrative and legal requirements, the data collection and of course there is an opportunity to ask questions.

There have been many different meetings with school teams already. In some cases, project partners ask the lead partner to be present on such a meeting, either face to face or online. If required, we can provide reports of such meetings as examples.

Relevant resources for these meetings:

- the indicator list (D 1.1.2)
- the website
- the link between SYU programme and curriculum (annex)

- legal and administrative requirements (D 1.1.6 – has been added as an annex)

These meetings are preparatory meetings, focused on informing school staff and getting the acquainted with the project.

5. Break – time to think!

After the project has been thoroughly introduced to the school board and school staff, we advise project partners to take a break and reflect and to ask schools to do the same.

- Does the project fit with the school's ambitions? Do they stand behind the main principles of the project?

- Is the project feasible for the school in a practical/organizational way? Which school staff members will be coaches for SPEED You UP? How will they organize the hubs and the pop-ups? How will they collaborate with the local project partner?

After step 5, the school and the project partner decide to collaborate and start making the collaboration concrete and specific.

6. Meeting with schools who decided to participate

What follows, are regular meetings with schools to discuss the details of how the collaboration will evolve and how the project will be implemented. In these meetings, the website and forum, the materials available for teachers (SPEED You UP entrepreneurship programme) etc. are further discussed. Also, agreements are made on how the training sessions for school staff will take place.

An example of a PowerPoint used by project partners (PP10) has been added to the annexes.

7. Engaging people to support

Part of the SPEED You UP project is building a new approach towards collaboration. Schools are supported in creating a network of engaged stakeholders (D 1.1.3 and D 1.1.4) and to collaborate with businesses, welfare organisations and other stakeholders. Materials to support schools with this are developed in the context of D 1.1.3 and D 1.1.4.

Several project partners have developed their own materials to support schools in building a network:

- https://www.youtube.com/watch?v=TGc5R_ZkM0U&feature=youtu.be (from PP8)

- <https://www.powtoon.com/c/ctLKidGArPL/1/m> (from PP11)

- A PowerPoint for business stakeholders (from PP10) – see annexes

8. Agreement note

Project partners are encouraged to draft a formal agreement note that delineates how the collaboration with the school(s) will take place. An example of an agreement note (for PP8) has been added to the annexes.

9. Learning network for teachers

The project partner discusses with the school team how the school staff members that function as coaches in SYU will be supported along the way. This can take several forms:

- there is a possibility to join overarching team meetings, where school staff from several different project partners can join and discuss how the project is going. *This is work in progress and will be organised by PP10, PP14 and LP in 2021.*

- teachers can use the forum to discuss the project with teachers and school staff from other project partners.

- school teams can ask for trainings on demand. For instance, if they want to learn more about how to motivate young people in vulnerable situations they can ask a project partner to provide training and coaching on this topic. *The LP and WP leaders facilitate this and are currently working on a topic list for trainings on demand.*

- most project partners foresee a system of regular internal meetings with teachers and other school staff involved in the project. This is written down in the agreement note (see the agreement note from PP8 that was added as an annex). PP4, for instance, has a system of intake- and coaching meetings with school staff involved in the project. An example of a format for the coaching sessions with school staff has been included in the annexes.

10. Finish – start of the project and launch event

Of course, engagement in the project does not end with engaged school staff. Engagement of school staff is only the starting point. To engage staff, stakeholders and young people fully into the project, we recommend project partners to organize a kick-off or start-up event.

Recommendations to organize such an event are part of the SPEED-You-UP modules (on the project website: modules/INTRO). Several project partners are currently planning such an event for the start of 2021.