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GUIDELINES

Testing activities of LIKE MANUAL for teachers.

Dear partners

After the creation of the LIKE Manual and Toolkit for teachers about E.S.L. the project foresees a period for testing the Manual. This period, starts from August/September 2019 and lasts until February 2020, the testing phase will last 6 months. We can already start next month (April 2019) to prepare with teachers as we already have the toolkit ready. This testing phase has to be implemented at national level and implies the collaboration of primary schools.

In order to properly plan and organize this phase, we asked you to send us some **information about how you plan to do the testing**. With this information from all partners, we will prepare a complete plan, regarding the needs of each partner, to proceed with the implementation of the toolkit.

We would like to provide you with some guidelines before we start the testing phase.



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A) OUR FRAMEWORK.

LIKE has a specific framework in terms of target group and objectives that we need to achieve with our Manual for Teachers. Here you have a reminder of the features that shape the work within the testing phase of the manual.

First, we have to choose 3 classes and 1 control class per country, in total 60 students per country. We need to cover in the testing phase 360 pupils from ages between 6 to 11 years old between all partners. This means around 18 classes (20 students each class) in total.

Summarizing, 360 pupils aged between 6 to 11 years old must be involved in the testing of the activities of the manual.

These schools, must be selected according to the existence of factors that could lead to early school leaving (e.g. deprived areas of your city, difficult family contexts, families with less opportunities, etc)

We recommend you to contact the same schools that you used for the meeting with teachers for the preparation of the toolkit implementation, as a way to thank them for their commitment and provide them with the opportunity to discover the Manual and test it with their pupils.

In this sense, it is always good if your organization can establish links and alliances with the relevant authorities in the area of education and/or youth in order to maximize the efforts during the testing of the manual for teachers in their schools.

B) FIELD WORK.

Regarding the methodology to run this testing of the Manual, there are different possibilities. As you know, there are different chapters in the manual that you can propose to the schools to try them out. From those chapters, check with the Direction of the schools and teachers **what will they be more interested in testing**, activities with the pupils, activities with parents, skill they want to foster etc.

Find the time to sit with them and explain what is the aim of this manual, its structure, the different parts and methods envisaged and explore with them what would be more interesting for them and their school to experience. Sometimes school staff may need your assistance in understanding the logic and language of some exercises, so try to give them empathy when they are making you many questions or something is not clear for them. This manual is just a draft and we may have to review its contents and the way that is written.

Once you identify with the schools what they would like to try out, you can decide on different possibilities. **The teachers will have to carry out the testing autonomously**, but it would be good if somebody from your organization could be present during the testing activities in order to



have a direct contact with the testing experience, collect the feedback from the pupils or teachers, and solve doubts or reply to questions that the participants may ask. Check with the school staff and try to define your role clearly from the beginning in order to avoid misunderstandings during the testing and overlapping of roles. If you will not be present during the testing, make sure that the feedback from the testing is collected efficiently and try to be available for any clarifications needed.

Agree with the schools on when it would be the **best moment for implementing the testing** of the Manual. Some schools will rather host the testing during the scholar hours, or during the mentoring hours that pupils may have weekly with their mentor, while others may prefer to do so out from the official school time, in the evenings as an optional free time activity. Be careful though, in case of running your testing outside the school time, cause youngsters may not attend, as it is not compulsory activity for them.

Keep in mind that it is recommendable to ease this process for the teachers and the rest of the school staff, so we are not a burden or an extra load of work for them.

C) FEEDBACK & NATIONAL REPORT:

Finally yet importantly, it is vital to collect the results and feedback of your testing activities so that you are able to prepare your national report with your conclusions about the pertinence and relevance of the LIKE Manual for teachers. A special form to do so will be send to you as soon as it is ready.

Your national report should point out and comment on the main features of the Manual and its use: methodology, methods, structure, use of language, clarity, etc.

The report has to be submitted to Euroaccion **not later than 20 February 2020**. Euroaccion will prepare a synthesis report by first of March 2020.

The synthesis report will summarize the major findings and will generate recommendations for the partner that will be in charge of the Manual design in order to integrate your suggestions and corrections in the final version of the Manual.

Please, take few minutes to fill in the form in order to provide us with information regarding how you plan to organize and further follow up the testing of the Manual in your country.



Thank you very much for your cooperation!