



Education and Culture DG



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Lifelong Learning Programme

COMENIUS Multilateral school partnership School for Life Project

How to organise an event “School Visit”





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How to organise an event “School Visit”

Romanian miniguide



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1. How to organise an event “School Visit”

The event “**School Visit**”, organized in mixed team of students and teachers. Its purpose is to promote the image of the school in the local / county / national / international community and to achieve efficient experience exchanges in case the visitors are students and teachers from other schools.

This can be done through some school partnerships (Comenius Projects, National / county / local educational partnerships), Pedagogical Meetings, Open Doors Day, parents meetings for students in the first grade, for representatives of different NGOs, Ministry authorities, different institutions, associations, school’s collaborators / sponsors, etc.

These visits should be prepared for every type of activity. They can differ in terms of purpose, duration, number of activities, content, but they follow the steps *before / during / after* and the most important stages of presenting the school. It is very important that you should share the visitors the valuable practices of the school so that its fame grows after this event.

The teams that will organize the event are: **making the project, leaflets and invitations, school’s PowerPoint, organization - presentation artistic program, discussion moderators and visitors’ guides in school.**

Before / During / After the event are important steps in organizing the event in which are described step by step the activities made by the students and the teachers.

2. The stages: *Before / During /After the event* – for the work teams

2.1. “Making the project” team

The members of this group (minimum 4 - maximum 7 students) are selected from the schools’ students at least one week before the event takes place. These students should be good organizers, they should know the school very well (they can be representatives in the School’s Council), they should have team work abilities, creativity, initiative, critical thinking. Also, they should be good time managers and they should have digital competences in order to be able to plan in an efficient and explicit way the whole project, assuring its success.

The group carries out activities only in the BEFORE stage of the evolution of the “School visit” event, but they are designed for all the three steps of the event.



Before...

- The coordinating teacher of this group explains the students that the purpose of doing the School Visit event is that of promoting the image of the school through highlighting the good practices and the quality of education offered. The teacher establishes together with the students, the expected results and what kind of people should be invited (teachers and students from other schools, parents, representatives of some institutions / associations / local companies, etc)
- Select the teachers and students that wish to collect information about the specific of each category of guests. Establish the deadline for collecting the information and the date of the next meeting.



I. Activities established for the “Before ...” stage:

- At the next meeting, the coordinating teacher asks the students to present their information. Analyze the specific of the guests- interests, needs, expectations - by estimating the number of the participants at the event. According to all these and the purpose of the event, propose and choose the best activities to be done and make a draft of the visit schedule.
- Establish the action fields and the responsibilities for each team:
 1. writing and sending the invitations, writing the greeting message and posting it in a visible place, at the school’s entrance; making the Visit Agenda.
 2. making the presentation leaflet of the school;
 3. making a PowerPoint file with relevant pictures showing the school’s activity and presenting it;
 4. organizing the protocol; taking photos/video recording the visit;
 5. greeting the guests and presenting the artistic programme;
 6. intermediating the discussions with the visitors, making and writing the visit evaluation sheet.
- Establish the material and time resources necessary for each group to do the tasks. Nominate the responsible for: managing material resources, contact with other groups, time management.
- Plan evaluation activities establish and create the instruments that will be used: *ABC evaluation sheet of the activity* (to be filled in by the guests, and for self-evaluation), *SWOT sheet*.
- Plan dissemination activities of the event: publish an article in the school/town Newspaper.
- Make the calendar of the activities for the whole event.
- In order for the teams to work efficiently, establish what are the basic abilities, necessary for its members. Take into account that, when making the teams, the members should be selected according to their abilities, options, motivation and availability. They should be guided by one or two coordinating teachers. Make a questionnaire with the purpose of identifying the motivation degree of the students in: involving in the organization, development and the evaluation of the Event School Visit. This is applied to the students that wish to involve after they have been presented the competences necessary in each team.
- After analyzing and summarizing the dates from the questionnaire, make the action teams.
- The coordinating teacher of this group sets a meeting with all the action teams. Within this meeting, present the steps and the calendar of the activities, then analyze. Make improvements, if necessary.



II. Activities established for the “During ...” stage:

- The coordinating teacher of the group goes over with the students the draft of the programme of the visit and establishes its final format. The order of the activities is:
 - Greeting the guests
 - Offering and presenting the leaflets;
 - Presenting the PowerPoint;
 - The tour of the school;
 - The development of the artistic programme;
 - Intermediating the discussions with the visitors regarding the activity that was done;
 - Impressions of the visitors- filling in the *ABC evaluation sheets*;
 - Ending the event.



III. Activities for the “After ...” stage:

Evaluation:

In order to identify the good points and the bad points of the activity that has been done within the School Visit event, as well as to establish new measures to improve the next events, take into account the following steps:

- Fill in the *ABC self evaluation sheets of the activity*;
- Read and analyze the opinions of the visitors, expressed in the ABC evaluation sheet (or in the Impression Book of the school);
- Fill in the *SWOT sheet*;
- Exchange impressions between the members of the whole team of organizing the event.

Dissemination:

In order to make known to the national and local community all the activities and the results of the School Visit project, plan the following dissemination activities:

- Publish an article in the school newspaper;
- Publish an article in the town newspaper;
- Post the album of the School Visit project on the school’s website.

Establish work groups responsible for carrying out the dissemination activities and their deadline.

2.2. Team – “Writing Invitations”



Before...

- Select a number of people that will visit the school and make a list.
- Establish the format and the text of the invitation (formal or informal).
- Write the text of the invitation and mention the place, the date and the schedule of the activities in school.
- Sign and address the invitation to be sent to the people from the target group.
- The teacher can coordinate a group of students that can take care of writing the text of the invitations and sending them.

2.3. Team - “Making the Power Point and presenting it”



Before...

- The students that are selected in this team must have digital competences, abilities to search, collect and process the information. They must be creative, with aesthetic sense, they should work in teams and they should have oral communication abilities.

The number of the students in one group can be between 4 and 8.

- The coordinating teacher of the group meets its members at least 2 weeks before the organization of the event “School Visit” to establish the structure of the PowerPoint



presentation. For start, he / she explains the students the importance of the material and explains the basic rules that need to be followed in making it (quality, clarity, the credibility of the information, the balance between the text and the image, the aesthetics of the product, the message transmitted).

- Make the content of the presentation and split the students into pairs. Give them the tasks according to their options. Each pair has to make one chapter, but the students have to search for, select and process the information.
- Conjunctly, and according to the calendar of the project, set the time for finishing the tasks (4-5 days). The coordinator tells the students to send their products by e-mail or other sources of electronic transfer.
- Suggest the students to use CDs with photos from the electronic album of the school, different numbers from the school's newspaper, leaflets, and articles about school and combine them with their own knowledge about the school's life. The students have the school's camera to take photos. During those days the pairs meet with the coordinating teachers and discuss / clarify / develop certain aspects.
- At the agreed time, the teacher downloads from his / her e-mail the PowerPoint presentations that were sent from the students and analyzes them.
- At the next meeting (at least one week before the event), the coordinating teacher offers feedback to the students and improves certain aspects, if necessary, about the quality and the credibility of the information, the balance between the text and the image, the aesthetic of the product, the message. Establish the final form of the PowerPoint and the text that will be transmitted orally. In this activity the students practice the way and the order in which they present, and the pair that takes care of the slides of the PowerPoint practices the presentation (the timing between the time of the presentation and the oral communication of the message). This activity can be done in the next 2 -5 days if necessary.



During...

- The students in this group wait for the arrival of the guests in the space established for their greeting, invite them to take seats, present themselves and present the PowerPoint.
- After the presentation, if necessary, they answer to the questions from the guests.



2.4. Team – “Making the Leaflets”



Before...

- Decide upon a person (a student and a teacher) to coordinate the activity.
- Identify areas/aspects of the school necessary to be illustrated in the leaflet (material resources, human resources, areas in which the students had achievements, the history of the school in brief, significant images, the address and addresses of the contact people - head teachers).
- Divide tasks between the members of the leaflet team.
- Choose 2 students with good computer abilities to type the text of the leaflet.
- Make a mini script for each of the following areas:



- material resources: number of classrooms, those with a certain specific , laboratories, multimedia classrooms, library, gym, festivities hall, etc.;
- human resources: number of teachers, students, mentioning special aspects like the presence of a GAP volunteer or Comenius assistant;
- areas in which there were achievements. For this the students have access to the schools newspaper file and information about the awards received by the school's students over the years; they can work with the teacher responsible for keeping and recording these data, for example - Olympiads at different subjects, school local / county / national / international competitions;
- the history of the school: it is recommended to have a special board in school with photos and representative images and to have in the school's library monographies of the town from which the students can take information about the history of the school.
- Significant images: the students have CDs and the school's computer from which they can select photos from different events; they can be helped by the responsible teacher of this department; also, it is recommended to use the school's camera to take other photos that the students consider relevant.
- Each student sends his/her mini script of the task that he / she was assigned, through attachment, to the mail of the students responsible for writing / typing.
- Make 1-3 versions of the leaflet by working with the whole team.
- The student and the teacher responsible correct and choose the best version.
- Establish the place where to give the leaflets (at the entrance of the school, the discussion room, etc) , as well as a short speech to be said by the students from the team with the purpose of offering reception/sobriety of that moment and to attract the attention on the most important aspects the guests can find in the leaflet.



During...

- Put the students in the established places in school to hand the leaflets to the guests.
- The students in this team will wear immaculately the school's uniform and they will have a hospitable attitude.
- At the end of the visit the students from the leaflet team remind the visitors that they can use the contact addresses at the end of the leaflet to keep in touch and they ask for their addresses on sheets of paper previously prepared.

2.5. “Organising a school festival” Team



Before....

- Select the number of students from the school to take part in this group (4-5 students).
- The coordinating teacher of this group meets the students two weeks before the organisation of the event “A School Visit” to establish the selection criteria of the performing numbers. The coordinating teacher centralizes and lists the established selection criteria.
- Every student has to identify 2-3 performing numbers accordingly based on the selection criteria and send them to the coordinating teacher by mail.

- The coordinating teacher lists students' proposals, and requests a new meeting to select 10-11 artistic performing numbers. During this meeting a student / the coordinating teacher writes down the final order of the artistic performing numbers.
- Select the students that will announce the chosen numbers about the dates and the rehearsal hours. The technical team that will take care of the sound system equipment is established with a list of all the songs from the artistic programme.



During...

- The coordinator assures that all the participants are present.
- Advertise the event, with the order of the artistic performing number in the festivity room, on the lockers, near the sound equipment.
- During the show the students from this group assure that the artists have everything they need close to them.

2.6. Team “Presenters of the Artistic Programme”



Before....

- Select a number of students from the school to take part in this group (4-5 students). These students must have good spelling, be open and spontaneous, have experience in this type of activity and have a good attitude to represent the school.
- The coordinating teacher of this group calls a meeting at least one and a half weeks before the organizing event “A School Visit” in order to present students the chosen artistic numbers.
- During the same activity, the coordinating teacher proposes the students to imagine a scenario which they will present during the next meeting. The scenarios are presented and the best one is chosen according to the pre-established criteria or by vote.
- The selected students type the scenario of the artistic program and send it to the coordinator by mail.
- The coordinating teacher lists the material and gives it to the groups.
- During the same meeting, the lines of each presenter are established.
- The next meeting is established for the first rehearsal and to choose the presenters costumes according to the theme of the scenario.
- The first rehearsal takes place and depending on the way things go a time and date are set for the next rehearsal.



During

- The students from this group present the artistic program and support their artistic colleagues or those that organize the artistic program.



2.7. Team “Discussion Moderators for the Visitors”



Before...

- Select a number of students from the school to take part in this group, at least four, no more than eight. These students must be able to answer the visitors’ questions at the end of the visit. They also must have excellent speaking abilities, be able to freely express their opinions, be able to present arguments, to know school life, to work in teams, to have IT abilities, to be open, spontaneous and serious, to have an excellent attitude in order to represent the school.
- The group coordinator meets the students from this group at least two weeks before organizing the event “A School Visit” in order to discuss their role as moderators.
- During the same meeting, the coordinator asks students to write and send, by e-mail, in an attachment, the documents that contain possible questions that could be addressed by the visitors and also their possible answers about the school life and the event itself. Students can also ask the visitors different questions in order to have an exchange of experience. This activity aims to have students practice IT abilities, but also the capacity to experience things, to ask questions correctly in order to reflect school.
- The coordinator lists the documents made by students, analyzes the quality of the questions and answers, and one week before the event the coordinator sets a meeting with the students from the group to clarify aspects of the event (correcting the way the questions are addressed, the quality, the accuracy, proper responses, etc.) During this activity students practice how they need to answer the questions and clarify some details about school details.



During...

- The students from this group take part in the tour of the school, in order to know all the details about this event.
- At the end of the programme, the visitors are invited to take part in a roundtable workshop, in a classroom or in the



documentation and information centre, the library, where, prior to arrival the furniture has been arranged in a circle.

- The moderators present themselves and invite visitors to address questions regarding the school life or about the things which they have seen in the school during the visit. The moderators answer the questions one by one, responding to the questions themselves.
- At the end of this discussion the moderating students ask the visitors to complete an ABC evaluation form of the activity “Another thing we’ve learned today...”, “Besides all it was good that...”, “Considering that...”, writing their comments and suggestions about the event they have taken part in.

2.8. Team “Protocol Organization”



Before...

- Select a reasonable number of students from the school to take part in this group (at least three no more than five). These students must be able to organize small protocol for the visitors. They must have to cooperate very well, to be able to know what is aesthetically pleasing, to be able to organize a welcoming ceremony for the visitors, to administer the budget efficiently, to make requests and justifications for needs, to have IT abilities and to be open, spontaneous, serious and to have an excellent attitude in representing their school
- The coordinator of the group meets students of this group at least three weeks before organizing the event in order to discuss their role as administrators of the events protocol.
- During the same meeting the coordinator asks students to type and send by e-mail, through attachment, the documents containing all the possible products that can be used in organizing the event as well as the list of prices. All this must be sent to the coordinating teacher. This activity proposes to practice students IT abilities in addition to their capacity and ability to select quality products for the protocol.
- The coordinator lists the documents made by students, analyzes the price quality report for the products proposed by the students, and two weeks before the event the coordinator sets a meeting with the students from this group to make a final list and number of products to provide them for the protocol. The students learn to make a necessity report addressed to the School’s Parents Association in order to obtain financial resources which are needed to buy the products from the list. During this activity the students practice the way they need to administer the budget for the protocol.
- During the same meeting, the coordinator tells students to type and send by email, through attachment, the documents with the final list of all the products that must be used for the protocol and the necessity report to the School’s Parents Association in order to obtain the financial support required to buy the products.
- The coordinating teachers lists the documents made by students, analyzes their correctness of them, and three days before the event the coordinator sets a meeting with the students from the group announcing another meeting where they will get the money to go shopping. This activity practices the students abilities to organize, but also their ability to select quality products for the protocol.



During

- Students from this group meet in the room where the protocol is organized and arrange the products into a buffet.
- During the arranged coffee break, visitors are invited to serve themselves from the products that have been provided for them by the students.



After...

- The coordinating teacher meets students the day after the event and asks students to type the justification report of the money needed to buy the products for the protocol from the School's Parents Association. The students type the justification report annexing the bills for the receipts from the products.

2.9. Group “The Welcoming Team”



Before...

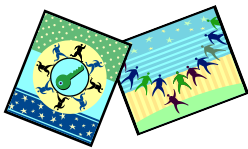
- Select a number of students from the school to take part in this group (at least 5 no more than 10). These students must present during the classroom visits and must be able to answer the visitors questions about all sorts of activities from the school while the tour is taking place. They must have excellent speaking abilities, to express their opinions freely, to be able to present arguments, to know the school life very well, to work in teams, to have IT abilities, to be open, spontaneous, serious and to have an excellent attitude to represent the school.
- The coordinator meets students at least two weeks before the event “A School Visit” in order to discuss their role as guides. A school tour takes place where the headmaster of the school will present students from the group, a model in which the classrooms and the boards of the school should be presented. The groups are presented and the classes are announced during the visit as well as their school subjects. At the end of the tour, the coordinator asks students to choose the locations they will present as guides. Guides responsibilities will be established by distributing the boards from the corridors and the classrooms, which will be presented by each student from the group.
- During the same meeting the coordinator demands the students to type and send, by e-mail, through attachment, all the documents with the short classroom presentation and also the boards from the corridors selected for each person in the group. This activity must practice students IT abilities, but also their ability to present areas of the school in order to underline the attractive, diverse, interactive, impressive teaching methods in the classroom in order to reflect the school life.
- The coordinator lists the documents made by students, analyzes the quality of the presentations and one week before the event sets a meeting to clarify some aspects (correctness, quality, accuracy). During this activity students practice the way they must present the school, the boards, and to answer visitors possible questions and to clarify some details about school life.





During...

- During the visit, the guides are welcoming the guests at the end of the school entrance, they present themselves and invite the visitors to tour the school (after the PPT presentation made by students in the staff room), here the students will present the classrooms, the boards, the activities from the classrooms and they will answer the questions.
- At the end of the activity the guides thank the visitors for their patience and interest in the information that they have presented to them.



2.10. Stage „Monitors and Assessors”

The team of professors and students which have organized and implemented the event will meet the following day to evaluate the entire event.

The following planned activities will be made:

- Completing ABC self-evaluation forms;
- Reading and analyzing visitors opinions from the ABC evaluation forms (or from The Books of Impression);
- Completing the SWOT analysis;
- Change of impressions between the members of the whole organizing event team.

Dissemination:

To advertise the event „A school visit” to the local community, by distributing responsibilities and terms for the dissemination of the activity

- Publishing an article in the school’s informal bulletin;
- Publishing an article in the town’s informal bulletin;
- Posting an album „A School Visit” on the school’s website.

Points of improvement and strengths are established for the next activities, according to the points that were identified as not as good in the evaluation stage.

Good Luck!

