



# 20. Creation of an Action Plan

## DESCRIPTION

The Teachers' Council forms an action team with the principal, school teachers, students and parents of the children (and refugee children) and assigns it to create, design and coordinate the implementation of an Action Plan for the inclusion of the school's refugee children.



## OBJECTIVES

**The objectives of the activity are:**

1. to help the stakeholders of the school community work together,
2. for the school to cooperate with organizations dealing with refugees,
3. to set up a working group to establish an Action Plan
4. to implement the Action Plan method and model in the school



## EXPECTED OUTCOME (EO)

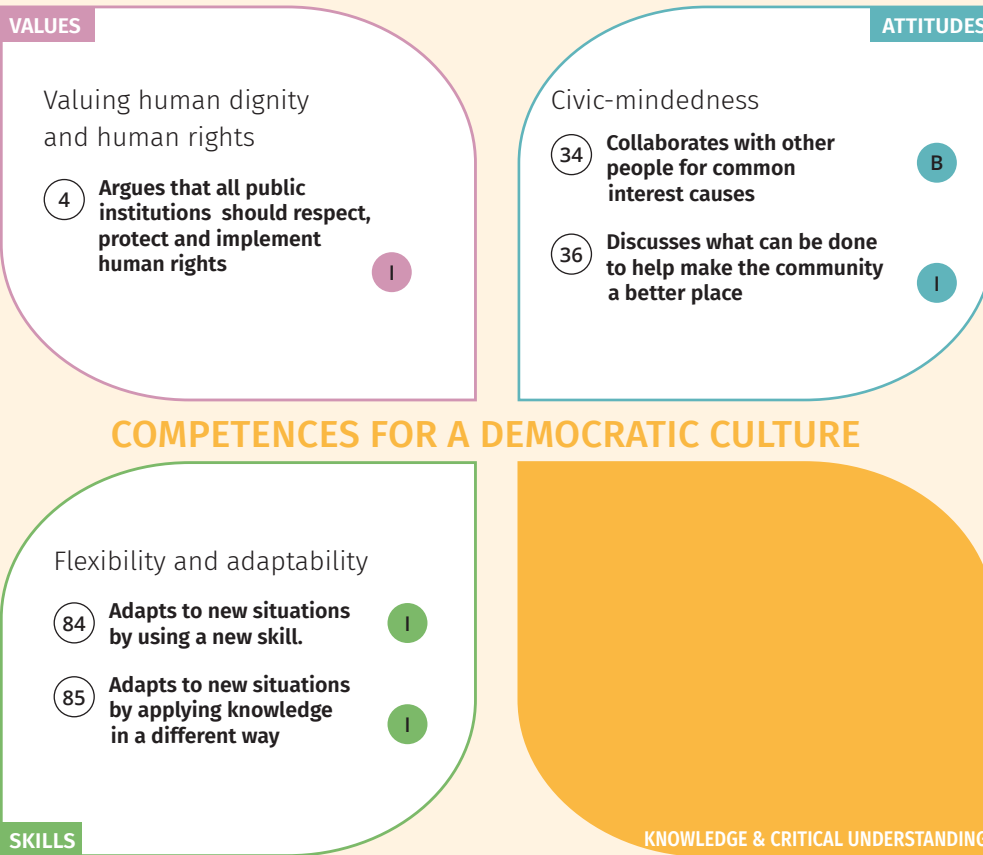
**Upon completion of the activity the stakeholders are expected to:**

1. take action to include refugee children in their school,
2. work together to achieve common goals,
3. identify school needs related to the inclusion of refugee children and create actions to address them,
4. use the Action Plan method to coordinate actions needed by the school.





# Creation of an Action Plan



## Activity steps

# 01

The Teachers' Council of the school decides to set up an Action Plan for the inclusion of refugee students. It sets up a working group consisting (depending on the size of the school community) of the school's principal, at least two teachers, at least two students and at least two parents. The working group will describe the relevant actions and activities already undertaken in the school, investigate the degree of inclusiveness of the school community, propose actions that need to be taken, as well as define objectives, priority areas and areas for improvement.

The Teachers' Council will decide how many and which of its members will participate in the working group and decide on the number of members from other groups in the school community.

# 02

The teaching staff of the working group invites the student community and the Parents' Association to elect or select members for the working group.





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## Activity steps

# 03

The working group assesses the inclusive climate of the school and records the school's experience and actions regarding the inclusion of refugee children. The group also assesses the priority areas for action and formulates the overall purpose of the action as well as its objectives.

**(See Activity 8. To what extent are we a democratic and inclusive school community?)**

# 04

The working group contacts teachers and/or parents, or other groups who can plan and implement activities, requesting for ideas and suggestions. The group also contacts refugee care providers to ensure their cooperation. Finally, the group outlines steps to implement activities that meet the objectives of the Action Plan.

# 05

The working group coordinates the people involved in the Action Plan activities: description, detailed steps (who, where, when, how), methods and techniques for evaluation, allocation of responsibilities. All activities are recorded in the timetable of the Action Plan.

# 06

The working group assesses the potential difficulties that may hinder the implementation of the Action Plan, and creates a plan to address them with alternative solutions. It then lists the tools and resources that will be used in the activities, and the possible financial resources that will be needed.

# 07

The working group describes the methods and tools for evaluating the implementation of the Action Plan.

# 08

The Teachers' Council discusses and decides on the final form of the Action Plan and how to disseminate and present the results of its implementation.





# Creation of an Action Plan

## Evaluation/Assessment

The tools for evaluating the implementation of the Action Plan proposed by the working group will be distributed to all stakeholders in the school community.

## Materials/sources

Worksheet 1. Action Plan Form.

### Worksheet 1

# Action Plan Form

## **PHASE A** Our school and the inclusion of refugee children

In answering the following questions, briefly describe the actions and activities undertaken by our school for the inclusion of refugee children:

**What have we done for refugee children as teachers, parents, students, administration?**

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**What have we done for the guardians of refugee children as teachers, parents, administration?**

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**What have we done to help the students and parents of the school to welcome refugee children?**

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**What have we done for the teachers of our school in relation to the inclusion of refugee children?**

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**Write down the general objective of the action (include duration, sector(s) and issue(s) addressed):**

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# Creation of an Action Plan

## PHASE B

What are the objectives of the action we are planning, taking into account the areas we need to improve and the indicators we need to develop to make our school more inclusive:

**Description of the activities we intend to undertake:**

ACTIVITY (brief description)	AREAS OF ACTION	THE ACTIVITY IN STEPS	EVALUATION OF RESULTS (methods and techniques of evaluation based on indicators)	Adaptation for distance learning (online)	PERSON RESPONSIBLE* – COOPERATION (administration, teachers, parents, other bodies, etc.)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

\*The person responsible for the activity undertakes, in accordance with the planning, the activities concerning cooperation with institutions, coordination of the activity team, the evaluation of the progress and results of the activity and the recording of relevant reports.

**What actions do we need to take to secure the cooperation of others needed for our activities (if required)?**

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The timetable of the action (note in weeks the duration of each activity, including all its stages, from planning to the final evaluation of the results):

ACTIVITY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1						
2						
3						
4						
5						
6						

What possible difficulties will we face:

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Difficulty and which activity/ activities it is related to	How likely is it? Not at all, not very, somewhat, quite, very likely	Prevention or response plan
1		
2		
3		
4		





# Creation of an Action Plan

**The tools and resources we will use:**

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**What financial resources will we use and how will we obtain them (if required):**

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## **PHASE C:**

Now that we have formulated our action and decided on all its activities, let's think about how to organize the evaluation of our action concerning the inclusion of refugee children:

**How will we evaluate the impact of our action on the inclusion of refugee children in our school? (e.g., surveys before and after; observation; target groups, interviews, etc.)**

**The overall objectives and indicators of the action will help us in planning the evaluation.**

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**How do we intend to present the results of our project? (e.g. reports, articles, statistics, dissemination, artifacts, etc.)**

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