

Checklist

Collaboration between teachers, exchange and communication

Mail correspondence between contact teachers

- How often can you expect to be contacted?
- Make agreements about the content of the correspondence
- Are the teachers involved in the project obliged to write a reply confirming that they have received an e-mail?
- Make agreements concerning deadlines for e-mail replies
- Take school holidays and bank holidays into consideration – they might limit the communication
- A hotline – agreements concerning alternative opportunities of communication - should a reply not arrive close to an agreed deadline.

Agreements concerning mutual expectations to the project and the usage of the blog

- Exactly how many times does each of the twinning classes expect to post on the blog? Three or more?
- Which type of blog posts do the teachers expect to work with?
- Is it acceptable that one class posts more blog posts than the three mandatory posts than the other class?
- A schedule for blog posts or an agreement of an e-mail notifying news posts on the blog?
- How are the results of the education with the artists communicated and exchanged between the twinning classes?

Other channels of communication

- The conditions and technical circumstances of the schools are very different. Hence, it is agreed upon that other channels of communication can be used during the project. However, the two teachers should agree on the usage of alternative channels of communication beforehand.
 - Text messaging?
 - Chat?
 - Social media such as Facebook, Twitter etc.
 - Other channels of communication

Directions for accepted communication/ language and posts on the blog

- Strictly non-verbal communication?
- Specific words in English or another native language is translated using Google Translate or a translation App on a smartphone
- A mixture of verbal and non-verbal communication