

Intercultural Guidelines:

Examples of Good Practice

<p>Name of activity: School Information Booklet</p>	<p>Year group TY project</p>
<p>Procedure</p> <p>Students in TY do up a class survey on Forms to ask what practical information the school body thinks is important for new students (some of whom may be unfamiliar with Irish school system, have little English and/or are new to Ireland) to know about their school. Some things to think about are:</p> <ul style="list-style-type: none"> • Subjects on offer (music, physics, Japanese, Polish?) and short courses • Is TY optional or compulsory? • What national initiatives do students get involved in, e.g. the European Day of Languages, Young Scientist, Junk Kouture, Think Languages, “Get up and go” Mini Company Programme? • Extra-curricular and after-school activities (sports clubs and teams/school choir/musical/chess/hip hop/creative writing) • A map of the school • Names and roles of key personnel (this may need updating each year), as well as what a year head does, class tutor, etc. <p>Students collaborate in groups to design different booklets using templates in Pages. Students produce their content in their groups, give a presentation on what they have come up with to their classmates and then their peers vote on which booklet fits the brief best and should be used.</p> <p>It should have a contents page signposting sections. The layout should make it easy to read (short paragraphs/sentences, low word count and pages numbered). The language used should make it easy for all the school community, including parents who have English as an additional language, to read (Common European Framework of Reference level A2 would be ideal to use as a guide). Students can be as creative (visuals, artwork or photos) as they wish but this should not take away from the clarity and accessibility of the message.</p> <p>To make the selection process transparent, students collaborate to come up with a template to award points for each group’s booklet. The whole class decides on what to allocate points for (weighting) according to a brief. For example, points out of 20 for clarity of language, points out of 20 for layout and ease of navigation, 10 points for creativity, originality, etc.</p>	
<p>Annual initiative /embedded in classroom practice</p> <p>For European Day of Languages, the booklet could be launched in different languages represented in the school.</p>	

An Intercultural Look at our Schools is an adaptation of the project “A roadmap for schools to support the language(s) of schooling” (2017-2019) of the European Centre for Modern Languages (ECML). The ECML is a Council of Europe institution promoting excellence in language education in its member states. www.ecml.at/roadmapforschools

Key skills

1. Working with others
2. Managing information and thinking
3. Communicating
4. Being literate
5. Being creative

Looking at Our Schools: A Quality Framework for Post-Primary Schools

DOMAIN 2: LEARNER EXPERIENCES

UNESCO sustainable development goals

- Goal 4: Quality education
Goal 10: Reduced inequalities

Value added (e.g., wellbeing, digital skills, presentation skills, building confidence or cross-curricular links)

Students collaborate to learn valuable, transferrable digital skills such as how to do a survey using Forms, how to create and publish a digital booklet in Pages and how to give a team presentation.

The booklet is practical and will be made available to new students and their parents who will appreciate the information. Students in collaboration with parents, could undertake to add a glossary of terms in different languages or translate the content of the booklet.

Links and resources

- Tutorials on YouTube on designing booklets on Pages
Tutorials on YouTube on using Forms to do surveys

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