



A roadmap for schools to support the language(s) of schooling

# Coordinator's step by step to-do list

Things to do for a successful implementation of the ROADMAP

Steps to be taken		Remarks
<input type="checkbox"/>	Get to know the project: read the <a href="#">overview of the ROADMAP</a> in the coordinator's package.	
<input type="checkbox"/>	Start testing the self-assessment tool: set up an experimental survey with some of your colleagues and/or add mock responses for some/all stakeholders	
<input type="checkbox"/>	Make a timeline/set deadlines for your own project/plan (taking into account your availability and the stakeholders' questions). Do not forget to include time to analyse the results and to present them.	
<input type="checkbox"/>	Make a communication plan (internal and external) to inform the stakeholders and to enable them to understand the goals. You can use the document " <a href="#">How to engage key partners</a> " to initiate the reflection.	
<input type="checkbox"/>	Set up your school's survey and complete it in your own function (as a teacher, head teacher or non-teaching staff).	
<input type="checkbox"/>	Modify the <a href="#">Model PowerPoint presentation</a> for promotion for your school (e.g. placing the logo of your school).	
<input type="checkbox"/>	Modify and send out the <a href="#">Model letter for parents / consent form</a> for your school (logo and name of the addresser).	
<input type="checkbox"/>	Send out the link to your project to the different stakeholders: do not forget to communicate the deadline. Provide information on how and when to reach you in case of questions.	



<input type="checkbox"/>	<p>Present your school's results to your colleagues: prepare a presentation building upon the customised report, set a date and plan enough time to discuss the results. You may send out the customised report in advance, to give the stakeholders time to understand the results.</p>	
<input type="checkbox"/>	<p>Try to involve all the stakeholders, if possible, while discussing how to proceed. Choose the area(s) to focus on and plan for one to two years. The more stakeholders involved, the better.</p>	
<input type="checkbox"/>	<p>Examine the <a href="#">promising practices</a> and choose the ones you would like to explore, building upon the customised report.</p>	
<input type="checkbox"/>	<p>Present your school's results to the parents and students, including which areas are going to be worked on.</p>	
<input type="checkbox"/>	<p>Follow up the strategy plan by setting up regular times for discussion (every 3 months, for instance).</p>	
<input type="checkbox"/>	<p>After one or two years, take the online survey again and compare it with the first survey in order to recognise the value of the changes that have been implemented.</p>	