The Hand-in-Hand Association

Project Documentation Process summary 19/2018

# Background and Rationale

The Hand-in-Hand Association supports six institutions, schools and kindergartens that deal in bi-lingual and multicultural education. These institutions are different one from another and they each have a uniqueness dependent on their location, the administrative team and the community in which they operate.

These educational institutes are characterized by their extensive educational activities that reflects the variety of their professional staff, who are highly capable and motivated, and the large number of collaborations that exist both within the institutes and outside of them.

It is therefore a natural result that these schools and kindergartens have gathered a large amount of educational and pedagogy related materials that reflect the staff's special characteristics and creativity.

This complex reality inspired the pedagogy team of Hand-in-Hand [Yad-BaYad] to plan and execute a documentation process intended to document the educational activities within the association's institutes, based on the comprehension that there is a professional and ideological need to document the knowledge created by the system, to preserve and distribute it, in order to strengthen the possibilities of collaborations, which will in turn add to our professionalism and ensure that the educational work will be orderly, of high quality and meaningful to all members of the school, especially for the students.

# Steps taken so far

1. Gathering all the guidance practices as carried out by the pedagogy team.
2. Taking part in a study workshop under the guidance of documentation experts sent by the American Federation of Teachers (AFT).
3. Constructing a project documentation form that reflects the various professional aspects of our work, and reexamining it repeatedly until arriving at the its final version (attached as an addendum)
4. Using the project documentation form to document various training exercises.
5. Presenting the form to various members of staff and beginning to actually use it.
6. Gathering the forms as the first step in creating an educational Hand-in-Hand archive.
7. Researching the different options available that support the construction of a useful, interactive and easy to use platform for general use by all the staff members of the Hand-in-Hand educational institutes.

# Difficulties and Questions for the Future

1. How can we encourage all members of the staff at the schools and kindergartens to use the documentation form, as we convince them of the professional and ideological necessity of the documentation process (as a tool that can be used for planning, reflection, feedback, preservation, distribution and creating collaborations)?
2. How can we support and encourage the the principles to become part of the project, as people who are already educational leaders and educators?
3. Ideas for the construction of the optimal platform that will be interactive and support collection, arrangement, preservation and information distribution.
4. Making the use of the documentation form and its knowledge base part and parcel of the daily educational activities.

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1. לדעתי הסעיף שעוסק **בפלטפורמות לאיסוף, שימור והפצה של הידע** הוא הסעיף שיקפיץ אותנו לשלב הבא.
2. אנחנו נמשיך לתעד עם הצוותים וזה תהליך שמתקדם כל הזמן.
3. אני חושבת שכשיהיה מקום זמין עם הידע והתיעוד נגיש ומזמין, זה יקל עלינו להגיע לשלב בו הצוותים מתעדים באופן יותר עצמאי.
4. מיכל
5. תודה סאפי על היוזמה. קראתי את הטופס , המסכם את תהליך התיעוד שהוא בעיני כלי מצויין  ללמידה המאפשר  משוב, רפלקצייה והעשרה הדדית  והשראה לפרוייקטים  שונים .
6. השנה תיעדנו  ביחד עם המורות כמה פרוייקטים,  השלב הבא יהיה  לעודד  את המורות והמורים  לתעד בעצמן\ם . מציעה להכין טופס תכנון פרוייקט ואחרי העשייה תיעוד הפרוייקט עם רפלקצייה  והערכה.