



Establishing a Partnership Agreement with your TWIN School

A TWINS GUIDE

What is a TWINS Partnership Agreement?

A TWINS Partnership Agreement is a formal agreement which is signed by both TWIN schools. Each partnership is unique and therefore the agreements should be designed to reflect the needs and goals of the TWIN schools involved. A TWINS Partnership Agreement should be reviewed and amended over time reflecting the changing needs of the two partner schools.

A TWINS Partnership Agreement ensures that both schools understand what their TWIN school hopes to achieve through their partnership. It clearly outlines a shared vision for the future, goals for educational exchange and a commitment to fulfil these obligations.

What does a TWINS Partnership Agreement include?

A TWINS Partnership Agreement is a mutual agreement which details:

- an agreed vision for your partnership
- the names and contact details for people in each school and their roles in the partnership
- the contact details and role of any other organisations or individuals who may be involved in this partnership
- when and how this partnership will be reviewed
- a signed agreement regarding the long-term partnership between each school with the Principals and Twins Coordinators
- a plan on how the TWINS partnership can be sustained even if there are many staff changes within a school
- a separate plan and agreement for educational exchange for a minimum of 12 months outlining topics, deadlines and responsibilities

Please see the example of a TWINS Partnership Agreement for further information.

Where do we start?

Each TWINS Partnership is unique and therefore the steps you will take to first draft, then formalise your partnership will need to reflect your own situation. For a TWINS Partnership Agreement to be effective, both TWINS schools should be involved in establishing the draft agreement from the very beginning. Your TWINS Field Officer can be a great support throughout this process. Please also view the example of a TWINS Partnership Agreement to ensure all areas are addressed.

Below are some key steps to drafting an agreement between TWIN schools:

- After each school receives the relevant information documents and guides, separate meetings should be held with relevant staff to discuss what each school would like to achieve through their Twins partnership.
- Try to include as many staff members and other stakeholders such as students, committee members or other people who may have a role to play in this partnership. The aims and ideas

of each individual may be quite different and this needs to be considered, discussed and reflected in your agreement

- Consider different issues that may arise that will impact on your partnership and include this in your draft document – this may include staff changes, changing priorities, exam periods etc
- This draft document should then be shared with the other TWIN school for discussion and feedback
- Communication should be regular and include constructive feedback to ensure all issues are addressed and included in the final agreement
- It is important to discuss how you plan to monitor, review and evaluate your partnership
- Where possible, the TWINS School from abroad should attempt to visit their TWIN school in Sri Lanka to discuss their agreement face to face and to also establish a realistic plan for meaningful educational exchange (see information on funding opportunities)
- Where a visit from abroad is not possible, your TWINS Field Officer can help facilitate meetings, communicate feedback, help to share ideas and ensure that everyone understands the aim of this document
- A review date for this agreement should be included which is agreed to by both schools

How do we finalise our TWINS Partnership Agreement?

Once a draft agreement has been shared between TWIN schools and adapted to reflect the wishes of both parties, it is time to formalise the agreement and have it signed by relevant parties.

Here is a brief checklist that can be used to check your draft agreement before it is finalised:

- Does your agreement reflect the goals of both schools equally?
- Are your aims realistic and achievable?
- Is the document clear and concise? Does it use plain English that is suitable for both schools?
- Have you made provisions for things such as staff changes and shifting priorities?
- Where appropriate does it include deadlines and responsibilities?
- Have you attached a 12-month plan for educational exchange that details project topics, deadlines and who is responsible for each project's coordination?
- Does it detail plans for monitoring, reviewing and evaluating the partnership?

Once both schools agree to the terms stated in the draft, a final copy of the agreement should be created which is signed by the Principals and Twins Coordinators of both schools. Each school should keep an original copy of this agreement on file.

How can your TWINS Field Officer support the development of your Partnership Agreement?

The role of a TWINS Field Officer is to help facilitate and coordinate the partnership between TWIN Schools.

Their role is varied and includes:

- regularly visiting your Sri Lankan TWIN School
- building the capacity of Sri Lankan Twins Coordinators through mentoring and support
- providing regular updates and reports on progress in both TWIN schools

- where required, coordinating needs assessments and the allocation of educational resources, infrastructure and educational tours
- coordinating events and interschool activities in Sri Lanka aimed at increasing youth participation, developing skills and confidence
- supporting the development and review of TWINS Partnership Agreements

Our aim is that over time, your Field Officer should become less involved in your partnership as it strengthens and becomes more independent. The TWINS Partnership Agreement is a fantastic step towards this transition to independence and the sustainability of your TWINS partnership. It also ensures that each school clearly understands their mutual obligations and that their TWINS relationship reflects their needs.

Setting up a TWINS Partnership Agreement with your TWIN school can be a challenging task when conducted from abroad. Therefore your TWINS Field Officer can assist both schools in this process by:

- explaining the aims and objectives of a TWINS Partnership Agreement
- providing both schools with further information, useful documents, links to funding opportunities and examples of other TWINS Partnership Agreements
- helping to communicate information between each school and verbally translating documents into Sinhala where necessary
- coordinating a planning meeting between relevant staff at the Sri Lankan TWIN School
- delivering the TWINS Partnership Agreement document to the school for signing and then posting it the TWIN school abroad
- working closely with the TWINS Coordinators and other relevant staff to develop a plan for educational exchange which compliment the curriculum in both schools – this collaboration document will be updated annually and is linked to the TWINS Partnership Agreement
- where possible, providing information and support for TWINS Coordinators from abroad to visit their TWIN School in Sri Lanka to participate in planning meetings to establish their TWINS Partnership Agreement

Funding Opportunities

Schools based in the United Kingdom have the fantastic opportunity to apply for funding for reciprocal visits between their TWIN schools! Visiting your TWIN school can provide the perfect opportunity to establish your TWINS Partnership Agreement face to face. Many UK TWIN schools have already visited their Sri Lankan TWIN with the support of these grants and it has proven to be very beneficial to developing a long term and sustainable partnership with their Sri Lankan TWIN.

DFID Global Partnerships promotes schools partnerships between UK schools and schools in various countries including Sri Lanka. This program offers advice, funding and professional development opportunities to support the development of global dimension within school curriculum. It is hoped that this initiative will raise young people's awareness of global development issues and equip them with the skills and knowledge to become active citizens.

Reciprocal Visit Grants

Reciprocal Visit grants enable staff from each partner school to visit their partner school for a minimum of 5 working days. The visits allow time for staff to meet face to face to plan joint curricular activities with a global dimension theme. Reciprocal Visit grants are for partnerships that are laying the foundations for long term collaborative work that will embed a global dimension in the schools' curricula.

Global Curriculum Grant

Global Curriculum Project grants enable well established partnerships to further develop joint curricular activities with a global dimension theme. The funding helps cover travel costs of at least two teachers from each school to visit the partner school as well as project costs such as materials, training and supply cover. Equal numbers of staff must travel.

For more information on this funding opportunity visit www.britishcouncil.org

Establishing a Curriculum Exchange Agreement

Your TWINS Partnership Agreement should refer to a Curriculum Exchange Agreement which is updated before every new calendar year. This agreement is set up between the Twins Coordinators and other teaching staff that may be involved in developing curriculum exchange projects. This agreement can be where you include details that are likely to change every year whereas the TWINS Partnership Agreement should contain the overarching aims and guidelines that the curriculum exchange agreement is based on.

This agreement should be coordinated at the same time as your TWINS Partnership Agreement and be reviewed regularly. It is likely that this agreement will need amending from time to time. A template is available through your Field Officer for this agreement as well as examples of existing curriculum exchange agreements between schools.

Make sure you View these other useful documents and resources!

- TWINS Program Overview
- TWINS Partnership Agreement Example
- TWINS Partnership Agreement Template
- TWINS Curriculum Exchange Agreement Example
- TWINS Curriculum Exchange Agreement Template
- TWINS Project Exchange Plans (various step by step guides for exchange projects)
- A Guide for Visiting your Sri Lankan TWIN School
- A Guide for Communicating with your Sri Lankan TWIN School
- www.adoptsrilanka.com
- www.twins-srilanka.org
- www.britishcouncil.org