

A stack of white papers or documents, slightly fanned out, set against a light blue background.A blurred, circular image of a clock face, appearing as a soft, out-of-focus background element in shades of blue and white.

The liaisons of the *Martin János* Specialized Secondary School



Communications and information

- Objective: to maintain the communications and information system of the organization between the members of the concern organization and those interested in the operation of the concerned organization and those keeping any kind of contact with the concerned organization.
- Tasks, techniques and methods to put the theory into practice:
- a) Information and an information flow system that is frequent, reliable, genuine, accessible and considers personality rights must be implemented:
 - • with the clients,
 - • with organizations and clients working within the same area of expertise,
 - • with intraprofessional organizations and persons,
 - • with the media,
 - • with the supporters,
 - • with other members of the society,
 - • with the state,
 - • with the international organizations,
 - • within the leadership.
- b) All methods of communications and the information flow system must be applied to strengthen social solidarity.



The intracommunication system of the school

- The intrainformation flow system within the school, as well as the frequent and accurate information and feedback system that maintains the uninterrupted and continuous operation of the educational institution was implemented based on the positive experiences and conventions of the best practices taking place in the past years and decades.
- The most important forms and frequency of it are as follows:
 - A./ Uninterrupted verbal information and feedback annually, monthly, and daily.
 - B./ Uninterrupted written information and feedback annually, monthly, weekly, and daily.
 - C./ Actual verbal and written information and feedback annually, monthly, weekly, and daily.

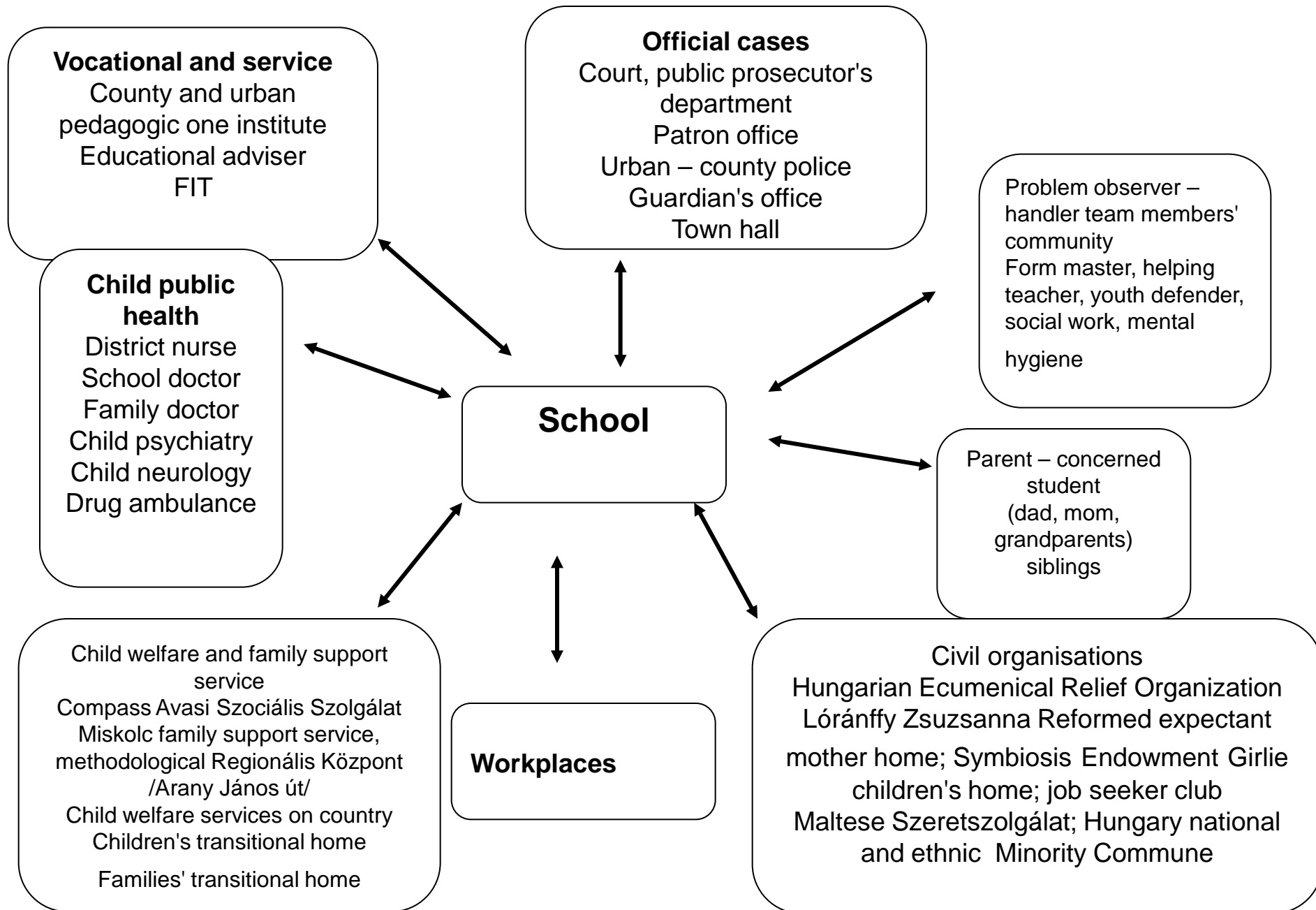


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 - C./ Actual verbal and written information and feedback annually, monthly, weekly, and daily.
 - D./ Electronic forms: e-mail, intranet, school website, electronic diary



CONTACT NET



Parental contacts inside a class

With parents truth contact keeping

counsel	Family therapy	Home visit	Psychological counsel	Family support	District nurse	Parental klub
12 p	5 person	15	5 person	4 person	6 person	12 person

Cooperation with the child welfare service:

Attribute system	Affair appointment	consultation	counsel	Common professional consultation
4 person	12 meet	12 meet	10 meet	4 meet

Cooperation with helping organs

Vocational service: Educational adviser	Child public health Nerve caretaker:	Civil organization		
2 person	1 person	Maltese affection service : 3 person	Fruska Girlie children's home : 4 person	Ecumenical relief organization : 2person

Official administration at authorities

With a patron contact keeping		Police		guardian's office		Town hall	
3 person	6 meet	2 p	4 meet	4 p	8 meet	10 p	12 meet



Our work communities

- General work communities
 - 1./ Work community, sciences
 - 2./ Work community, humanities
 - 3./ Work community, survey & assessment
 - 4./ Work community, the handicapped
- Specialized work communities
 - 1./ Work community specialized in humanities
 - 2./ Work community specialized in technology, economics, services, and press industry
 - 3./ Work community specialized in agriculture
- Youth and social work community
 - 1./ Work community of class masters and mistresses
 - 2./ Cultural and sports work community
 - 3./ Rehabilitation development work community



Teams

- Onto the treatment of problems revealed in the course of institution self-evaluation
- Task accomplishing
- Problem-solving
- Teams carrying out product development
- Became specialized vocational teams
(In an annual work plan)

Communicational plans team between members

Mods	Forms	Frequency	Time	Accountable
Written	Informational and billboard, e-mail, circular	Daily	Weekly until 8-16 clocks April from 1 under the time span of the program continuously	project co-ordinator and the team's members
Verbal	Team meeting	monthly	On Thursday days Until 14-16 clocks	project co-ordinator and the team members
	Team discussion	Differing from aims, mistakes, urgent tasks his case	Weekly In case of need	project co-ordinator and the team members
	„Ad. hoc” team agree	In case of problems arising	In case of problems arising	project co-ordinator and the team members
	telephone	imperative	Weekly until 8-16 clocks	project co-ordinator and the team members

Communicational plans

Team between members and the parents

Mods	Forms	Frequency	Time	Accountable
Verbal	Personal, encounter: -bearing meetings Receiving clock Appreciating -problem discussion -Counsel common programs -His organization / parental club/ -home visit -Telephone	monthly Quarterly inevitably /Ad-hoc/ casually weekly inevitably casually	All months first Thursday November March June In case of need Quarterly Friday	Project manager Project co-ordinator Team members Social specialists Form master
			Because of a September continuous	Form master, youth defender
			Under the time content of the program continuously	Project manager Project co-ordinator Team members
Written	E-mail, Digital diary letter, SMS	inevitably	Monday-Friday	Project manager Project co-ordinator Team members

Parents,team between members and the partners

Mods	Forms	Frequency	Time	Accountable
Verbal	Personal, encounter, personal search contact keeping: Labour-market Specialists (counsel) Social specialists Parental club on an occupation	Daily inevitably weekly monthly Weekly	Monday-Friday 8-17 óráig August, September, October Continuous Monday Friday	Project manager Project co-ordinator Team members form master Youth defender Social work
	Visiting on a workplace / parents may buy a part/	Weekly 1 day	Because of a September continuous	Project manager Project co-ordinator Team members
	Discussion team meeting	Quarterly assessment In case of the negotiation of emphasized important topics	November March June	Project manager Project co-ordinator Team members
	Telephon	casually	Under the time content of the program continuously	Project manager Project co-ordinator Team members
Written	E-mail, letter, fax	In case of need	Monday-Friday	Project manager Project co-ordinator Team members

Communicational plan

Between a school and the student

Mods	Forms	Frequency	Time	Accountable
Written	Informational and billboard, portfolios Projects Current tasks, programs e-mail, circular	Daily	Monday-Friday 8-16 hour	Project manager Project co-ordinator Team members
Verbal	Informal talk	Daily	Monday-Friday 8-16 hour	Project co-ordinator Team members
	Team negotiations	In case of problems arising	In case of problems arising	Project co-ordinator Team members
	discussion	In case of differing from aims, the cognition of mistakes in case of urgent work	casually	Project co-ordinator Team members
	Telephon	In case of need	Monday-Friday 8-16 hour	Project co-ordinator Team members
School website	News, Current tasks	In case of need frissltve	Daily	Project co-ordinator information specialist

Between a school and the employers

Mods	Forms	Frequency	Time	Accountable
Verbal	Personal, encounter, personal search - Job centre - Schools - BOKIK - Exterior workplaces	Occasion implement Cooperation Based on an agreement	During a school year Continuous During a school year in the current time According to a current time In case of need	Management Project co-ordinator Team members
The organization of common programs	Open days School programs Common meeting Exhibitions	casually	Because of a September continuous	Management Project co-ordinator Team members
	Telephon	casually	Under the time content of the program continuously	Project manager Project co-ordinator Team members
Written	E-mail, letterl, fax	In case of need	During a school year Continuous	Project manager Project co-ordinator Team members

Between a school and the job centre

Mods	Forms	Frequency	Time	Accountable
Verbal	Personal, encounter, personal search - Job centre - Schools - Exterior workplaces	casually Cooperation Based on an agreement	During a school year Continuous During a school year in the current time According to a current time In case of need	Management Project co-ordinator Team members
The organization of common programs	Open days School programs Common meeting Exhibitions	casually	Because of a September continuous	Management Project co-ordinator Team members
	Telephon	casually	Under the time content of the program continuously	Project manager Project co-ordinator Team members
Written	E-mail, letter, fax	In case of need	During a school year Continuous	Project manager Project co-ordinator Team members


Between a school and the parents

Mods	Forms	Frequency	Time	Accountable
Verbal	Personal, Encounter the team with members: program review -problem discussion	quarterly In case of need	All months first Thursday September November March June continuous	Project manager Project co-ordinator Team members Social specialists
	The organization of a common meeting with the specialists working in the social sphere	Monthly 1 occasion Yearly 2 occasions	Because of a September continuous	Management Project co-ordinator Team members
	The organization of a common meeting the job centre his specialists			
	Telephone	casually	Under the time content of the program continuously	Project manager Project co-ordinator Team members
Written	E-mail, Digital diary letter, SMS	In case of need	Monday-Friday	Project manager Project co-ordinator Team members



Communicational databases

An employer's name	Address	Telephon	E-mail	Responsib le driving name	Contact person	Memorial
University Vendéglátó Kft Masters' restaurant	3530.Miskolc, Papszer u.46.sz.	46/382-238, 30/ 349-8450	-	Flórián Lajos	Flórián Lajos Flórián Gábor	Repeated negotiation telephoning necessary
Water, gas central heating mechanic master	3527. Miskolc, József A. u. 18	46/ 345-226, 30/9584-278		Görcsös László	Görcsös László	Repeated negotiation necessary, because of the site of the workplace.
PEMO CENTER FAUDVAR KFT	3527. Miskolc, Vásárhelyi Pál út.6.	46/ 509-352, 46/ 349-630	-	Petró Tamás	Petró Tamás	Repeated negotiation necessary, because of the manager's occupation.
MIVAS KFT ÁRUHÁZ	3527. Miskolc, Vágóhíd u.4-6.	06-20/ 937-3609 06-46/ 345-081	mivas@.h u	Lőcsey György	Soltészné Derekas Erzsébet	Repeated negotiation telephoning necessary
Albrecht és Fiai Kft.	Miskolc, Repülőtéri út.9.sz.	06-46/ 502-070	Albrecht.f iai.@albre cht.hu	Albrecht és fiai Kft	Albrecht Dániel	Repeated negotiation telephoning necessary



Sharing the best practices. The *Educatio* Service Basket (www.kosar.educatio.hu)

- As one of the elements of the TÁMOP [Social Revival Operative Programme] 3.1.4 tender construction to implement institutional innovation.
- **Our best practices:**
 - 2 labour force market models
 - 2 eco-school models
 - 5 competence based education promotional models



Our international liaisons

- Our school was the member of the so-called „**The improvement of the opportunities of students requiring special education through professional developments**” project of the Comenius School Programme taking place between 2005 and 2008, when our school, in association with its English and Turkish partner schools, won the so-called **For the Culture of International Cooperation Award**.
- Our partners:
- New Bridge Learning Centre - Oldham, England
- Dr.Sitki Yildiz - Ankara, Turkey

Our international liaisons



- Operating as part of the Comenius School Programme, our school is currently the member of the
- **eTwinning** system, through which best practices and projects are shared electronically. Our liaisons maintained (currently with a Portuguese and German institution that are engaged in special education) in the eTwinning system provide opportunity with our school to carry out Comenius projects.
- **E2C-Europe** international network for the interest of students in a backward position (international meetings, sharing programmes and methods)
- **Sweden** - 3 students & 3 teachers participated in expert and cultural programmes (E2C meeting)
- *Date: April 14-19, 2011*
- **Germany – Tuttlingen** 4 students & 2 teachers participated in expert and cultural programmes
- *Date: September 19-24, 2011*
- **Spain – Gijon**
- 2 teachers participated in an international expert meeting
- *Date: September 5-7, 2011*

The future: an institutional service system to serve as a point of reference

- Our objective is to enable other institutions and partners to have access to our services in the framework of network cooperation (horizontal learning)
- The essence of the development planned in the framework of the above project is to implement exemplifying institutional work processes as a consequence of the outcome of the tender
- An institutional service system to serve as a point of reference is intended to be operated on the website of EDUCATIO and our service areas and best practices are intended to be expanded with **labour force market services** (in addition to the **competence based education scheme** and the **eco-school activity**)



Contact keeping in delegating on the trace

- Questionnaire method
- Interviews
- Employee club operating
- Case discussion
- Labour-market-legal counsel
- Trainings
- Workplace visits

The data of the contact

