



SCHOOL AND PENITENTIARY COORDINATION



ON-OFF. "Exchanges of methodologies in education of detainees" Meeting in Almería. Spain 16 - 17 October 2014

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1. SCHOOL AND PENITENTIARY CENTER COORDINATION



There is a constant coordination between the School and the Prison, and it is carried out through:



coordination

1.1 Mixed
Committee of
Evaluation and
Follow up work

1.2 Activities
Coordination
Team

1.3. Technical
Teams



1.1 Mixed Committee of Evaluation and Follow up work

– *Makeup:*

- Two people representing the **Educational Community** (the School Headmaster and The Coordinator of Adult Education in Almería).
- Two people representing the **Prison** (Treatment Assistant Manager and Training Coordinator).

– *Meetings:*

- Once a term as **regular** and as many **extra** meetings as necessary.

– *Roles:*

- Coordinated planning of actions and activities which affect inmates' education and formation as fundamental part of their personal development and their further social reintegration.



1.2. Activities Coordination Team

– *Makeup:*

A representative of each professional field in the the Penitentiary:

- ☞ The Prison Governor
- ☞ The Treatment Assistant Manager
- ☞ The School Headmaster
- ☞ Social Service Coordinator
- ☞ Social Worker
- ☞ Vocational Instructor
- ☞ Catholic Voluntary Workers
- ☞ Head of Security Service

– *Meetings:*

Twice a month and as many extra meetings as necessary.

– *Roles:*

Planning and coordinating all the activities: educational, cultural, sports, professional....



1.3. Technical Teams

– *Makeup:*

All professionals working in the same department

- ☞ Treatment Assistant Manager
- ☞ Teacher
- ☞ Psychologist
- ☞ Social Educator
- ☞ Social Worker
- ☞ Jurist/ Lawyer
- ☞ Surveillance/Security prison warden
- ☞ Doctor (when required)

– *Meetings:* Once a week



– Roles:

At Technical Teams the teacher provides the students' academic information, effort, attitude, behaviour and some other which may be of interest in relation to:

- ➡ PIT (programa individualizado de tratamiento/ personal treatment plan)
- ➡ Follow up and assessment
- ➡ Job /labour activity assignment
- ➡ Vocational Training Course
- ➡ Study of granting exit visas
- ➡ Prison Grade Placement
- ➡ Early conditional release
- ➡ Access to prison privileges, etc.



2. SCHOOL SPECIFIC COORDINATION



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2. SCHOOL SELF AND SPECIFIC COORDINATION

2.1 School Council

2.2 Economic Committee

2.3 Coexistence Committee

2.4 Teaching Staff Meeting

2.5 Educational Programmes Teams

2.6 Teaching Staff

2.7 Learning Networks made up of every permanent education school

(continuous learning school) in an area

2.8 Tutorial Guidance



2.1 School Council

– *Makeup:*

- ✓ Head: **School Headmaster**
- ✓ **Head of Studies**
- ✓ Five **teachers** chosen by the Teaching Staff
- ✓ Five **students** chosen by the Meeting of the Correspondents (made up of a representative of each educational group)
- ✓ **Treatment Assistant Manager**, representing the Prison
- ✓ **School Secretary**, also acting as *School Council Secretary*, with voice but no

vote



– *Meetings:*

At least **once a term**, and mandatorily at the beginning and at the end of the school year

– *Roles:*

1. Making proposals, evaluate and approve the development and implementation of:

- School Curricular Project
- Regulation on Organisation and Operation(ROF)
- School's Yearly Plan
- Plan for Coexistence
- School Financial Management
- Final Report and proposals for improvements

2. Knowing and encouraging relations between the school and the surrounding institutions

3. Any other role which may it be given according to the current regulations



2.2 Economic Committee

– *Makeup:*

- ✓ School Headmaster
- ✓ Head of Studies
- ✓ School Secretary
- ✓ A teacher and a student chosen by each sector among those who represent them at the School Council



– *Meetings:*

Once a term and as many extra meetings as necessary

– *Roles:*

- Analysing the financial expenses of the completed year and propose the closure of the financial period to the School Council
- Knowing the annual economic budget
- Generating the Draft Budget
- Reviewing and analysing expenses



2.3 Coexistence Committee

– *Makeup:*

- ✓ School Headmaster
- ✓ Head of Studies
- ✓ Secretary
- ✓ Two teachers and two students chosen by each sector among those who represent them at the School Council
- ✓ Assistant Director of Security, representing the prison

– *Meetings:*

Once a term and as many extra meetings as necessary



– Roles:



- Encouraging actions and measures which foster an atmosphere of coexistence at School
- Analysing and solving conflicts that may arise within the Educational Community
- Preventing, detecting, mediating and solving conflicts that may arise within the School



2.4 Teaching Staff Meeting

– *Makeup:*

- ✓ Head: School Headmaster
- ✓ All teachers at School

– *Meetings:*

Usually, once a month, mandatorily once a term, at the beginning and at the end of the term.



— *Roles:*

- Precising criteria, making proposals, approving and assessing the School Project, the School's Yearly Plan and the Final Report.
- Promoting initiatives in the area of experimentation and pedagogical innovation as well as teacher training at school
- Approving the didactic plannings.
- Promoting initiatives for the development of Education Plans to be taught at school
- Coordinating duties related to guidance, tutoring, evaluation and students' school needs.
- Analysing and assessing the general functioning of the school, the students' achievement and the results derived from the internal and external evaluations.



2.5 Educational Programmes Teams

– *Makeup:*

- ✓ Head: Head of Studies
- ✓ All the teachers teaching in the same Educational Plan, among whom the Headmaster will appoint a coordinator.

– *Meetings:*

Once a term and as many times as it is necessary



– *Roles:*

- Elaborating the **didactic plannings** of each Programme.
- **Assessing and keeping track of the students** as well as ensuring the plannings development.
- Making **proposals** to the School Management Staff so as to modify the School Project.
- Organising and carrying out **extracurricular and complementary activities**.



2.6 Teaching Staff

– *Makeup:*

- ✓ All the teachers teaching the same group of students, under the supervision of the corresponding tutor.

– *Meetings:*

Once a term
and
as many times as it is necessary



– *Roles:*

- Students' follow-up
- Students' assessment and promotion
- Dealing with possible conflicts in the group in a coordinated way, setting out measures to solve them.



2.7 Learning Networks made up of every Permanent Education School in an area

– *Makeup:*

- ✓ Head: the Provincial Coordinator of Life-Long Education
- ✓ Headmasters from High Schools, Secondary Schools and Vocational Training Schools which are located in an area



– *Meetings:*

Once a term and many extra meetings as necessary

– *Roles:*

- Meeting the current needs of adult training by enabling the coordination of resources and making the best possible use of the infrastructures, thus providing an improvement in the teaching quality as well as optimizing the education on offer to the population



2.8 Tutorial Guidance

Tutors Coordination for those students who change from one unit to another

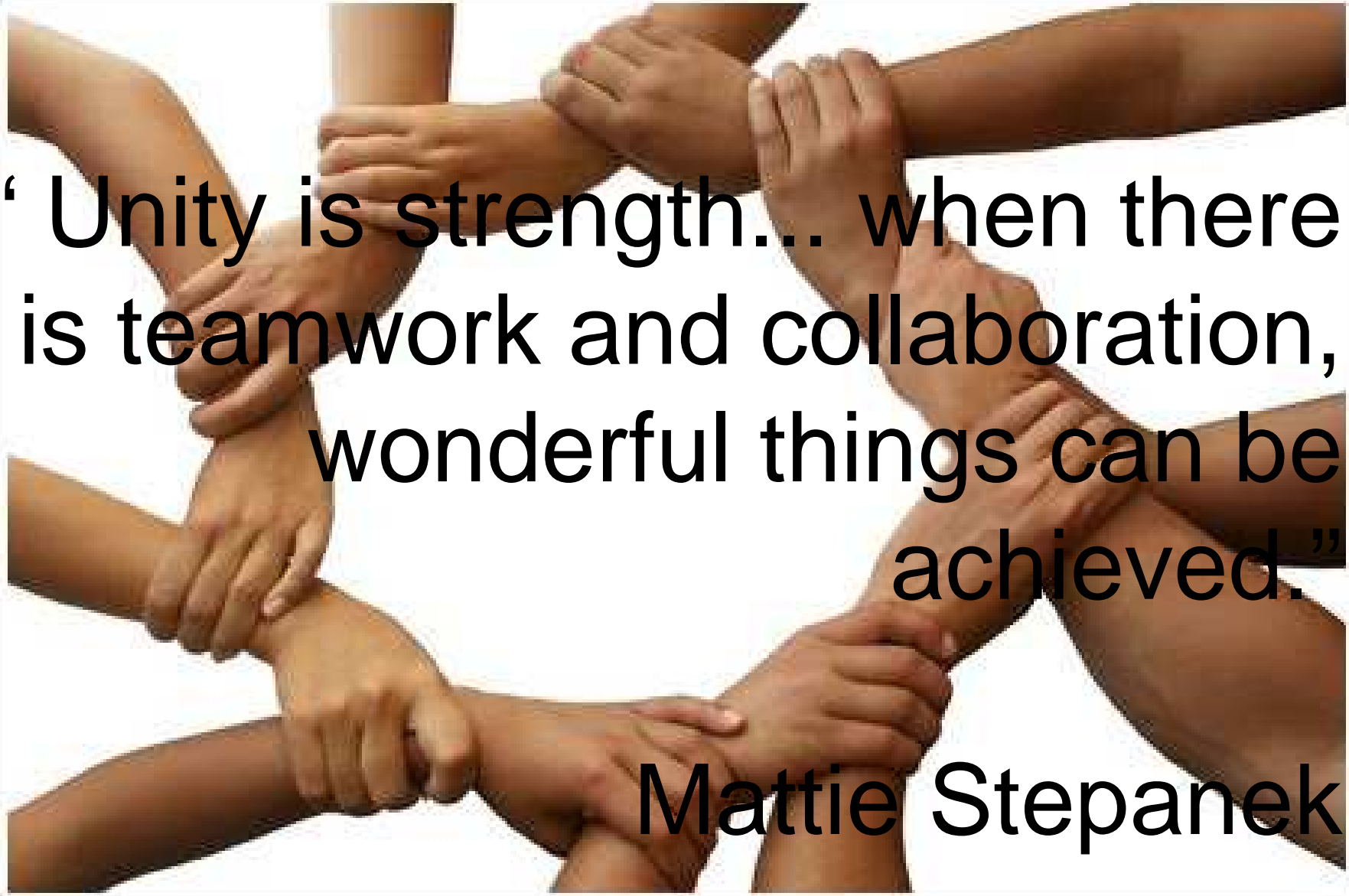
☺ Throughout the year students are informed in personal and group tutoring meetings about: assessment results, performance, significant achievements and difficulties and any other aspect that may be necessary.



☺ Also, students are advised about chances of continuing their studies and choices and options they may choose, once their prison conditions change and these imply their release in any of the following ways: conditional release on bail, probation/parole, prisoners placed on grade 3 regime relying on Article 83 of Prisons Regulations (it allows for day release to work, and they return to prison to spend the night) and on Article 86 of Prisons Regulations (prisoners who live outdoors but are under control through telematic means), or final release.

☺ As well as all those actions derived from the location of the School inside the prison which have already been mentioned.





“ Unity is strength... when there is teamwork and collaboration, wonderful things can be achieved.”

Mattie Stepanek

