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**2021 SEAMEO-Japan ESD Award**

Theme: Securing Educational Opportunities in COVID-19 Crisis

**SUBMISSION FORM**

The submission deadline is 15 August 2021

Full Information: link.seameo.org/2021SEAMEOJapanESDAward

* To participate in the 2021 SEAMEO-Japan ESD Award, please submit the information of your school’s project/programme on “Securing Educational Opportunities in COVID-19 Crisis” by using this template of Submission Form before 15 August 2021.
* The **digital format of this Submission Form** can be requested by sending an email to: seameojapan.award@seameo.org
* The **guidelines for submission of entries** and the **judging criteria** are detailed in page 7-8 of this document.
* **How to Submit the Entry**: Schools can submit the completed “Submission Form of 2021 SEAMEO-Japan ESD Award” and a “video clip of 3-5 minutes” together with maximum of 3 supporting documents/materials (optional) to the SEAMEO Secretariat’s email: seameojapan.award@seameo.org

* Important Note: to align with the ESD practices and to save the environment and energy, the Committee **WILL NOT** accept the entry in hard/printed copies.

* More information, please visit:  link.seameo.org/2021SEAMEOJapanESDAward or contact the SEAMEO Secretariat’s email: seameojapan.award@seameo.org or Tel. +66-2391-0144.

**PART I: DETAILS OF YOUR SCHOOL**

1. Name of your school: ……………………………………………………………………………………………………………………………..
2. Full address: …………….…………….…………….…………….…………….…………….…………………………………………………..…

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1. Postcode: ……………………………………......…… 4. Country: …………………………………………….…………………...
2. School’s telephone number (country code+city code+telephone number): ………………………….……..…………
3. School’s Email Address: …………………………………………………………………………………………………………….…………...
4. Name of the Head Master/Principal/School Director: ……………………………………………….………………………..….
5. Name of the Teacher Coordinator: …………………………………………..…………………………………………………………….
6. Email address of the Coordinator: ……………………………………………………………………………………….………………...
7. School website (if available): ……………………………………………………………………………………………….……………..….
8. Educational level (Such as Kindergarten 1 to Grade/Year 9): ……………………………………………….…………………
9. Total number of teachers in your school: ……………………………………………………….………………………………………
10. Approximately number of teachers participated in this programme: …………………………..………………………...
11. Total number of students in your school: ……………………………………………………………..………………………………..
12. Approximate number of students participated in this programme: ..……………………………….………………...….

**PART II: INFORMATION ABOUT THE SCHOOL’S PROGRAMME**

**The information of part II from no.1 to 13 should be no longer than five (5) pages long** of A4 in total. The information should be written in **Times New Roman/Calibri font, font size 11**.

1. Title of the school’s initiative

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1. Summary of the initiative (a half page of A4)

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1. Objectives/goals of the school’s initiative

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1. Period of the time when the initiative was/has been started

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1. Activities (strategies/activities of implementation, and brief information of each activity)

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1. Teaching and learning approaches/strategies that the school has integrated for this school initiative

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1. Participation of community and parents in the school initiative

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1. Monitoring and evaluation mechanisms

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1. Effectiveness of the school initiative to learners, teachers, families, and community

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1. Plan for future

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1. Interrelationship of the school’s programme with other Sustainable Development Goals (SDGs) (Please refer to page 2 in the Information Note or <https://sustainabledevelopment.un.org/sdgs>)

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1. Link(s) to the information of school’s initiative in social medias such as facebook, website, youtube

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1. (Optional) List of supporting documents such as a copy of the school operational plan or school management plan, action plan, learning/teaching materials, lesson plans, samples of student worksheet, manuals, etc.

If the supporting documents are in the local language, please provide a brief description in English language.

Maximum of three (3) supporting documents can be submitted with this submission form.

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| Document 1) (File name) …………………………..…………………………………………………………………………………………..…. Document 2) (File name) ………………………………………………………………………………………………………………….……….Document 3) (File name) ……………………………………………………………………………………………………………………….....  |

1. Photos related to the activity/programme (Maximum of five (5) photos with captions in English)

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| Photo1(Caption in English)  |

Photo 2

(Caption in English)

Photo 3

(Caption in English)

Photo 4

(Caption in English)

Photo 5

(Caption in English)

 **GUIDELINES FOR SUBMISSION OF ENTRIES**

1. Schools can submit information about the school’s programme/project/activity related to the theme **“Securing** **Educational Opportunities in COVID-19 Crisis”** from **16 June to 15 August 2021.**
2. The deadline of entry submissions is **15 August 2021.**
3. Each school can submit only one entry.
4. Schools must submit the following requirements to the SEAMEO Secretariat:
	1. Completed “**Submission Form of 2021 SEAMEO-Japan ESD Award**”.

The Submission Form can be downloaded from the SEAMEO website:

link.seameo.org/2021SEAMEOJapanESDAward

The school can request the Submission Form from email: seameojapan.award@seameo.org

* 1. **A short video clip of 3-5 minutes** presenting about the school initiative/programme in MP 4 format. The language of the video clip should be in English. If in a local language, please make sure that the judges can understand the initiative/programme just by watching the video without language.

1. Regarding the Submission Form, the information of school initiative (In Part II as below) **should not be over** **five (5) pages of A4 in total**. The information should be written in **Times New Roman/Calibri font, font size** **11.**
2. Part I - Information about the school;
3. School name and contact details
4. Brief information about the school such as number of teachers and students and educational level
5. Contact details of the coordinator
6. Part II - Information about the school’s programme;
7. Title of the school’s initiative
8. Summary of the initiative (a half-page of A4 sheet size)
9. Objectives/goals of the school’s initiative
10. Period of time when the initiative has been started
11. Activities (strategies/activities of implementation, and brief information of each activity)
12. Teaching and learning approaches/strategies that the school has integrated for this school initiative
13. Participation of community and parents in the school initiative
14. Monitoring and evaluation mechanisms
15. Effectiveness of the school initiative to learners, teachers, families, and community.
16. Plan for future
17. Interrelationship of the school’s programme with other Sustainable Development Goals (SDGs)
18. Link(s) to the information of school’s initiative in social medias such as facebook, website, youtube
19. All submissions should include related photos. A maximum of **five (5) photos** with captions written in English can be attached in the Submission Form.
20. All submissions can be attached with a maximum of **three (3) supporting documents** (Optional). The teaching and learning materials can be in local languages, however a brief translation in English should be provided.
21. **How to Submit the Entry**: Schools can submit the completed "Submission Form of 2021 SEAMEO-Japan ESD Award" and a “video clip of 3-5 minutes” together with supporting documents/materials to the SEAMEO Secretariat’s email: seameojapan.award@seameo.org

Note: To align with the ESD practices and to save the environment and energy, the Committee will **NOT accept the entry in hard/printed copies.**

1. All entries submitted to the SEAMEO Secretariat will be acknowledged. If the school has not received any acknowledgement of the receipt from the SEAMEO Secretariat within one week after the submission, please contact the SEAMEO Secretariat (Email: seameojapan.award@seameo.org).

**JUDGING CRITERIA**

The judging committee will consider the following criteria in selecting the winning schools:

1. **Effectiveness of the School’s initiative to Teachers, Students, Students’ Families, and Communities**
* The school’s initiative has demonstrated the effectiveness that create positive impacts to the community, teachers, students, and families of students.
1. **Integration of Strategies/ Modalities for Implementation**
* Implementation of the school’s initiative is emphasized and incorporated into school policies, management plans, and teaching and learning strategies within the school.
* The school has demonstrated clear effective strategies, and programme components/activities on how to implement the school’s initiative.
* Appropriate and effective methods and resources are used to implement the initiative.
* Monitoring and evaluation mechanisms or processes are identified to ensure the immediate and long-term outcomes.
1. **Innovation and Creativity**
* The school’s programme has demonstrated innovative practice in relation to the theme that can be replicated.
* The school has demonstrated innovative ideas for utilising available resources.
1. **Teaching and Learning Approaches**
* The school has demonstrated effective and innovative teaching and learning approaches that have been applied for securing educational opportunities for all learners.

1. **Participatory Approach and Engagement of Community**
* The school has demonstrated the use of participatory processes – involving teachers, parents, students, communities’ stakeholders and partners – in planning and implementing the initiative.
* The school has engaged community-level partners such as community stakeholders, experts, local governors, practitioners and parents in the programme.
1. **Sustainability**
* The school has demonstrated a clear future plan on how to sustain or scale up the initiative.
1. **Interrelationship with other Sustainable Development Goals (SDGs)**
* The school has demonstrated that the school’s programme has integrated the improvement of other SDGs, not the individual pursuit of each SDG, but has interrelation with other SDGs. Therefore, the school should make a clear statement in its application on how the school’s programme connects to other SDGs.

**CONTACT INFORMATION**

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| For enquiry, please contact: Ms Pitchayawadi Coordinator / Document Officer SEAMEO-Japan ESD Award SEAMEO Secretariat 920 Sukhumvit Road, Klongtoey District, Bangkok 10110, THAILAND | Email: seameojapan.award@seameo.org Website: [www.seameo.org](http://www.seameo.org)Tel: +662 391 0144 Fax: +662 381 2587  |