HOW TO CREATE A BOOKLET FOR CHILDREN ABOUT THE SCHOOL.

It would be beneficial for every child to be provided with a short booklet outlining the places and staff in the school that they will come into contact with on a regular basis. This allows children the opportunity to discuss and share their thoughts with their families prior to starting school and helps them to be more prepared when they start.

The document has been designed in Publisher and has directions to follow throughout. (found in Ready Child section 56.1-56.12)

Page	Directions
1	Insert school name, school logo and photo of the school building
2	Insert the class name, a photo of the classroom and the entrance to school
3	Insert name/s and photo/s of the class teacher/s
4	Insert photos of the supporting practitioners and their names
5	Edit text, to ensure correct school terminology is used, and add a photo of the 'belongings' area
6	Insert a photo of the toilets and the sinks that children will use
7	Insert a photo of the dining hall, school meal and a packed lunch
8	Insert a photo of the space where PE will take place and a photo of the school PE kit and bag
9	Insert two photos of the indoor learning environment (classroom)
10	Insert two photos of the outdoor learning environment
11	Insert photos of places that children will visit in the school and edit the names, e.g. medical room, library, IT suite, playground
12	Insert photos of staff the children will meet regularly and add their names, e.g. headteacher, midday supervisor assistants (MSAs), office staff, PE coach

This document can be edited to fit the needs of the school.

- Multiply the picture place holder to include additional members of staff, by resizing, copying and pasting the frame.

- Delete picture place holders, to reduce photos where necessary.

- Duplicate pages and edit text.

- Delete whole pages that are not applicable to the school.

- Edit text, to make it relevant to the school.