

Cauliflower Cards Year Book Creator Teachers Resource Guide

Organising a Year Book / Leavers Book

Equipment

- ✓ Computer/ICT Suite with broadband connection
- ✓ Digital Photographs of school and class events (taken at standard quality - 1MB for a A6 photo slot can be less for the passport sized photo slots)
- ✓ Digital Camera – for any additional photos needed
- ✓ Print out of online help manual

Time Frame

You will need 4-5 week period from registering to receiving ordered books.

A Sample Timetable

- Planning, drafting and organisation time 2 lessons.
- Allow 2x 1hr ICT sessions (and or a rotation on the classroom computer).
- When you have completed your book and ordered your proof allow 1 week for us to produce a sample book and get it back to you.
- 1 week to collect your orders.
- 2 weeks for printing and return of your books after we receive your order.

Setting up your book ready to start on our online system

Before you start the project you will need to register for a password. Once you have received your unique password you will need to log in to the Admin Interface and choose the type of book you are going to make and enter the names of the children who will be making it. From the Admin Interface you can set up your book style and page layouts as well as view our step by step help files. ***Use the printable or online step by step guide to help you set up your book.***

Running the Project

Resources

- Demo page on interactive white board
- Passwords (which we will generate for you)
- Downloadable letter for use of photographs
- Drafting sheets (these are printable as A4 but best either photocopied as A3 or give the children scrap paper to jot down their words)

Introduction to the class

Introduce the type of book you are going to be creating use a sample book that we send you and or our demo on the interactive whiteboard.

Explain

That each child will be responsible for creating their own Personal Profile.

Use demo page on the interactive whiteboard to show the class how the personal profile works.

In groups some/all pupils will also be working on additional pages for the book which you would have chosen from:-

- Our School
- Our Teacher or Our Teachers (depending on book type)
- Awards
- Event Page(s) (choose with your class what you would like to report on eg School Sports, Residential Trip, Trips, A School Production, Clubs, Disco, Subjects, Special days)
- Photo Montage with captions and title
- Message From the Head/Teachers

(You can choose to complete as many Event Pages or Photo Montage pages as you like to make up to the total number of pages required for your book.)

Working on the Pages

Pupils will then need time to collect information conduct interviews and ask for relevant contributions. Then draft their information, sort out archived photographs and take new ones. When all this has been done pupils will be ready to create their pages on the computer.

Resource: Photograph Permission Form

Once the project has been introduced to the class a letter could be sent home similar to the one we have written above. This introduces the project and seeks consent to use photographs of each child. If photographs are not allowed then it is still possible for a child to take part using a first name only and our default silhouette image on the profile page.

Completing the Book

When all pages have been completed you will need to check the content carefully. You can send us the book electronically within our online system. The system is automated and we will print what we receive- which includes errors and/or poor quality photos.

We will send you a copy of your book to help promote orders. If you notice any errors at this stage it is possible for you to do a final edit online before you send off for your orders. We will not send out any further proofs but ordered books will be printed as per your final

version of your book submitted to us.

Order Forms

We have a downloadable and editable pupil order form which can be used for parents to make orders. This form is editable so the school can change the pricing of the books which may be necessary if either the class have chosen to make a larger book than the one specified at our standard price, or the school wishes to charge a bit more so as to fund raise.

When you request the schools final order of books (from Project Properties Tab in the Admin Interface) we will automatically generate a printable order form for you which you can print out and send to us with your payment. We cannot print books until we have received a school order form and payment. Books will be returned within two weeks of receiving the order.

Online Re Ordering

After we have printed the main school order and delivered it to your school it will be possible to order further copies using our online shop. However a postage and packaging cost will be added to these additional orders.

Fitting the Yearbook project into current school Planning:

England

ICT / Literacy Links to the Framework

General

Working on a class yearbook provide an opportunity for pupils to collaborate together to produce an end product and in the process covering many ' Value and Achievement' targets.

Our online design and print yearbook can easily be integrated into a schools program of work being used both as a forum for presenting non narrative styles and practicing a range of ICT skills.

DFES Standards Site Literacy Framework

Y4, Y5, Y6 Presentation

- Use a range of ICT programs to present text making informed choices about tools to use for different purposes.

Y1 - Y6 (Unit 9 and 10)

- Creating and shaping text (non narrative form)
- Text structure and organisation (non narrative form)

DFES Standards Site ICT Framework

Y2 (Unit 2A)

- Communicating information using text.

Y3 (Unit 3A)

- Combining Text and Graphics – section 7 The Integrated Task.

Y4 (Unit 4A)

- Writing for different audiences section 7 The Integrated task.

Scotland

Curriculum for Excellence

Covering aspects of the curriculum P1 -P7 in:

- ICT
- English
- Personal Skills, including teamwork, personal expression & planning
- Enterprise

Photocopiable Resources:

1. Sample letter for consent for use of photographs
2. Sample letter to collect orders from parents
3. Pupil profile drafting sheet (recommend that this is enlarged onto A3)
4. Head teachers drafting sheet
5. Head teachers and Deputy Head teachers drafting sheet
6. Our school drafting sheet
7. Our Infant teachers drafting sheet
8. Our Junior teachers drafting sheet
9. Our P1-P3 teachers (Scotland only)
10. Our P4-P7 teachers (Scotland only)
11. Event page drafting sheet

Dear Parent/Guardian,

As part of our ICT project work for this term your child's class have been writing a year book containing memories, information on events and photographs. As we are having the books professionally printed and bound and made available for the pupils to purchase we require permission for photographs containing your child to be used.

Please tick the following option box:

I am happy for my child's photograph to appear in the book.	
I do not wish my child's photograph to appear in the book.	

Signed

Date

Dear Parents/Guardian,

Your child's class has been working really hard to produce a class book packed full of photographs and memories from **Year 5**. They are now very excited to see their completed work printed and professionally bound into a book they can keep and enjoy.

The cost of each book will be: **enter in price and note about any fundraising if you are organising this.**

If you would like to order a copy for your child please fill in the form below and make cheques payable to **Name of School**.

Child's name:-		
Enter type of book here	Quantity:	@ Price: £ enter the price
Total		

Profile Profile Drafting Sheet

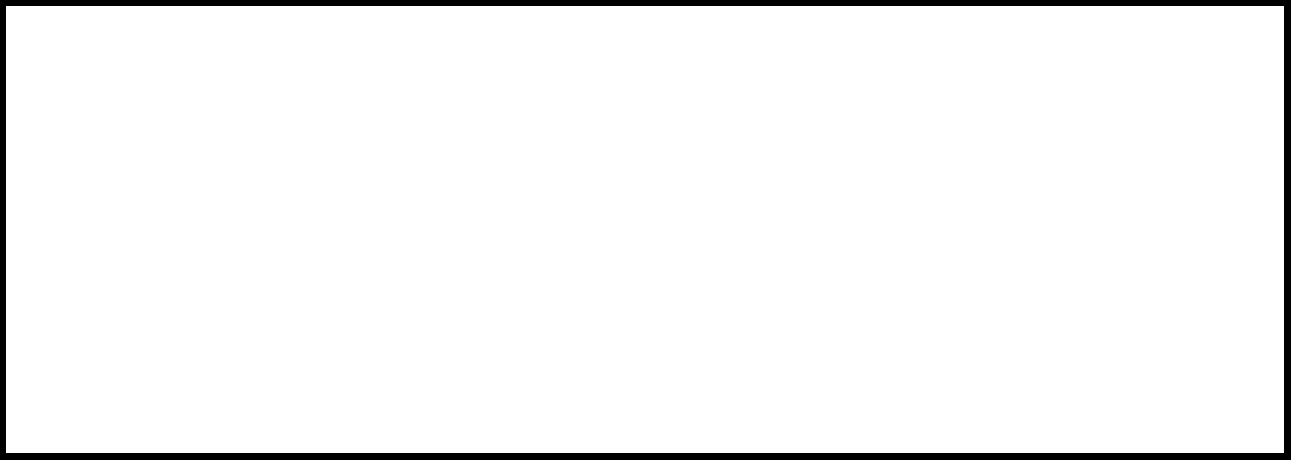
You will need :

1. Five photographs that you would like to display on your page: 1x portrait shot of you (head and shoulders) and 2x landscape, 2x portrait for your gallery.
2. You have a fact file section on your page and you can choose four statements you would like to write about. Highlight the four statements you are going to write about:
 - My best friends:
 - The things I really enjoy doing this year at school:
 - What I want to be when I grow up:
 - What I will miss most about my school: (leavers only)
 - My aims for next year:
 - My favourite activity at school this year:
 - What I have achieved this year:
 - What I'm good at:
 - My funniest moment at school:
 - How I think I will be remembered: (leavers only)
 - My best piece of work:
 - My favourite moment this year:

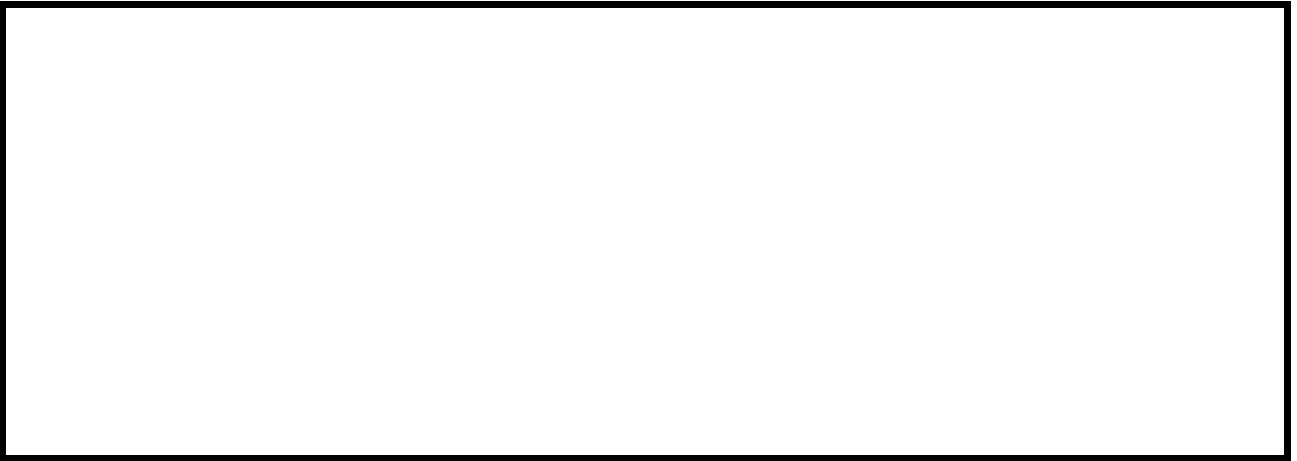
Use the four boxes below to draft your ideas for these sections (50 words approx)

Title:

Title:

A large, empty rectangular box with a black border, intended for a student to write their response or draw a picture.

Title:

A large, empty rectangular box with a black border, intended for a student to write their response or draw a picture.

Title:

A large, empty rectangular box with a black border, intended for a student to write their response or draw a picture.

Now write a paragraph (90 words approx) in the box below that describes a bit about you:

- Your character
- Hobbies and interests
- Anything from the ideas that you haven't chosen for your fact file.

Finally collect 3 or 4 messages from good friends

eg Katie: keep in touch you're great!

Head Teachers Drafting Sheet

You will be responsible for writing up the head teachers page you headteacher may wish to write down his/her own answers and help you decide what questions to ask.

Photographs : You will need 1x portrait head and shoulders photograph of the Head Teacher and 4x other portrait photographs.

Interview section: Decide which 4 sections out of the following options the head teacher is going to write about and highlight them :

- My most memorable moment
- My funniest moment
- My favourite job as a head teacher
- Something I am looking forward to next year
- Something I'm proud of this year
- My message to the pupils
- Something I learnt this year
- What I will miss most about the school (if your headteacher is leaving)

A large, empty rectangular box with a black border, intended for writing a paragraph.A large, empty rectangular box with a black border, intended for writing a paragraph.

Now ask your head to write you a paragraph for the book – perhaps a short overview of the year of around 130 words.

A large, empty rectangular box with a black border, intended for writing a paragraph.

Now you have all the information you need to put together the Head Teachers Page!

Head Teachers and Deputy Head Teachers Drafting Sheet

Photographs: You will need 2x portrait photographs one of your Headteacher and one of your Deputy Head. (If you have 2 Deputy heads then you will need to take a portrait photograph of them both together.)

Paragraphs: You will need to ask both your Headteacher and your Deputy Headteacher to write a paragraph about the year. This should be about 130 words long (Tip = Ask for each paragraph one at a time - If one writes theirs first and the other one can read it before they write theirs then they won't repeat one another!).



Now you have all the information you need to put together your page!

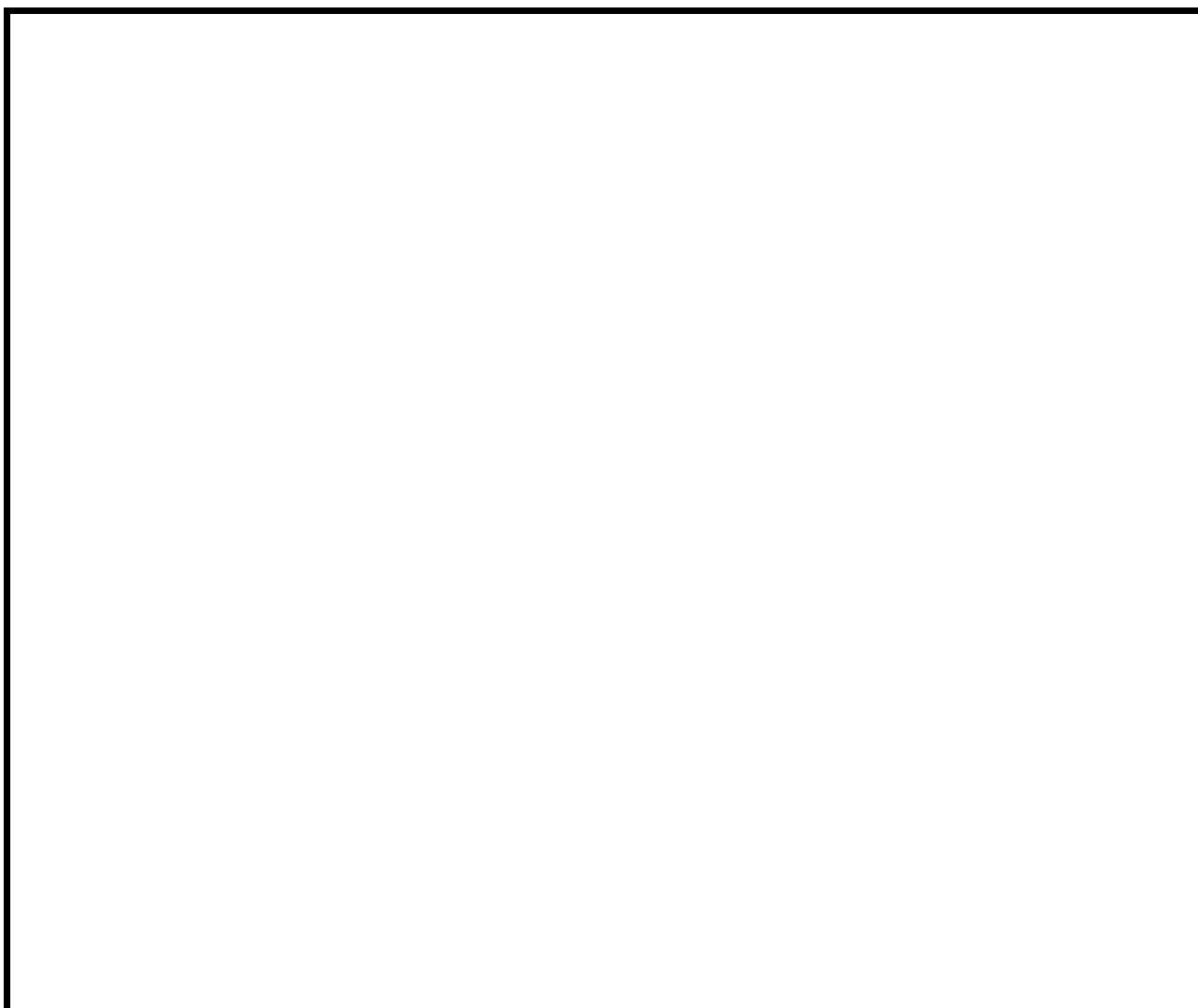
Our School Drafting Sheet

Photographs: You will need 1x landscape photograph of the school and a further 4x portrait photographs that shows a message about all the good things you think the school does ie find photographs that show: interesting learning situations, children having fun, friendships between the ages and children working hard.

Captions: You will need to think of short captions for the photographs.

Paragraph: Now write a paragraph of about 100 words that describes your school you could include:

- Where your school is located.
- What age range attend your school.
- A general comment about what the staff are like.
- The good things your school does eg fun/ interesting lessons, super after school clubs, amazing shows, lots of trips and outings....



Now you have all the information you need to put together your page!

Our Infant Teachers Drafting Sheet

Photographs: You will need to find a portrait photograph of each of your infant teachers. (3x photographs) (Tip if you had more than one teacher teaching your year group then find or take a photograph of both teachers together)

Paragraphs: For each of the years (Reception, Y1 and Y2) write a paragraph (about 90 words) about what it was like to be in that class and any moments you may consider to be special as a class memory. eg a special trip, special visitors, an exciting topic .

Reception

Y1

Y2

Our Junior Teachers Drafting Sheet

Photographs: You will need to find a portrait photograph of each of your teachers. (4x photographs) (Tip if you had more than one teacher teaching your year group then find or take a photograph of both teachers together)

Paragraphs: For each of the years (Y3, Y4, Y5, and Y6) write a paragraph (about 90 words) about what it was like to be in that class and any moments you may consider to be special as a class memory. eg a special trip, special visitors, an exciting topic ...

Y3

Y4

Y5

Y6

Our P1-P3 Teachers Drafting Sheet (Scotland Only)

Photographs: You will need to find a portrait photograph of each of your teachers. (3x photographs) (Tip if you had more than one teacher teaching your year group then find or take a photograph of both teachers together)

Paragraphs: For each of the years (P1, P2, P3) write a paragraph (about 90 words) about what it was like to be in that class and any moments you may consider to be special as a class memory. eg a special trip, special visitors, an exciting topic

P1

P2

P3

Our P4-P7 Teachers Drafting Sheet (Scotland Only)

Photographs: You will need to find a portrait photograph of each of your teachers. (4x photographs) (Tip if you had more than one teacher teaching your year group then find or take a photograph of both teachers together)

Paragraphs: For each of the years (P4, P5, P6 and P7) write a paragraph (about 90 words) about what it was like to be in that class and any moments you may consider to be special as a class memory. eg a special trip, special visitors, an exciting topic ...

P4

P5

P6

P7

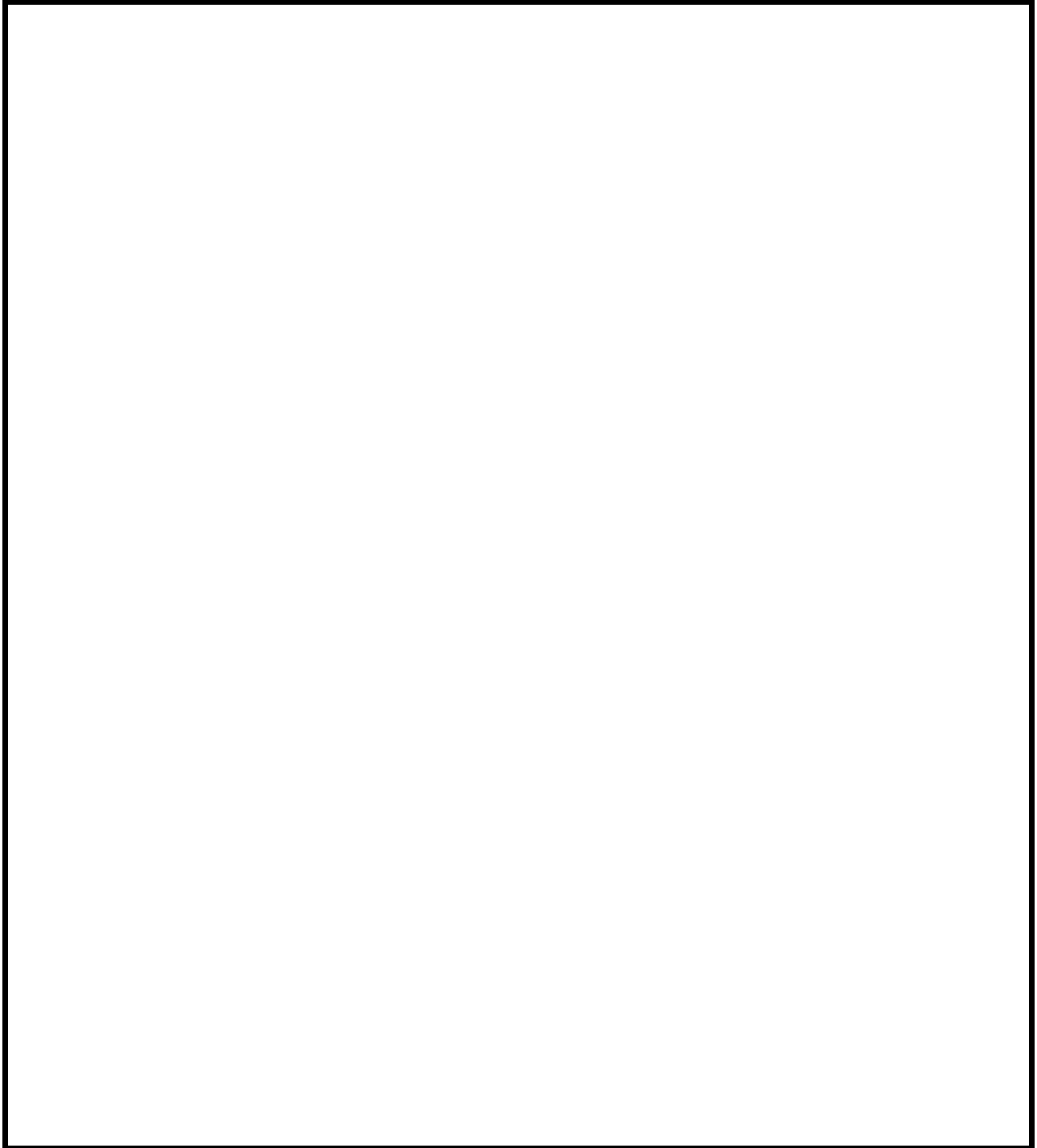
Event Page Drafting Sheet

Title: Think of a good title for your page.

Photograph: 1x Landscape photograph that captures the topic that you are writing about.

Paragraph(s): Use the box below to describe the event or the image that is displayed on the page

(about 140 words).

A large, empty rectangular box with a black border, intended for the student to write a paragraph describing the event or image.