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|  | **Things to include in each section** |  |
| **Introduction of Welcome Pack** | * Have I written a detailed and clear overview of the school?
* Have I included all relevant information?
* Have I checked my spelling, sentence structure and grammar?
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| **Information Report**  | * Is my information report clearly structured?
* Have I included all the important details about my school?
* Have I checked my spelling, sentence structure and grammar?
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| **Map of School** | * Have I included all the features of a map? E.g. title, key, orientation, scale.
* Is my map clearly labelled?
 |  |
| **Brochure** | * Have I included all the specific features of a brochure? E.g. Titles, sub-headings, introduction and explanation of services, contact details, map.
* Have I checked my spelling, sentence structure and grammar?
* Is my information easy to read?
* Is my layout clear and creative?
 |  |
| **Layout of Welcome Pack** | * Have I thought carefully about the design of my Welcome Pack?
* Is my Welcome Pack suitable for my target audience? I.e. refugee student
* Have I included pictures that enhance my design?
* Have I checked my spelling, sentence structure and grammar?
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| **Additional Resources** | * Have I included relevant, suitable and appropriate resources? E.g. Websites, community organisation contact details, health services information.
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