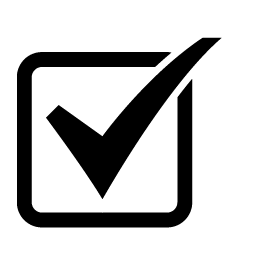
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| --- | --- | --- |
|  | **Things to include in each section** |  |
| **Introduction of Welcome Pack** | * Have I written a detailed and clear overview of the school? * Have I included all relevant information? * Have I checked my spelling, sentence structure and grammar? |  |
| **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? |  |
| **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? |  |
| **Additional Resources** | * Have I included relevant, suitable and appropriate resources? E.g. Websites, community organisation contact details, health services information. |  |

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