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| **Introduction of Welcome Pack** | Introduction gives a clear and detailed overview of the school. Includes all relevant information.**5 - 4** | Introduction gives a sound overview of the school. Includes some relevant information.**3 - 2** | Introduction gives a basic overview of the school. Includes minimal information.**1 - 0**  |
| **Information Report & Map of School** | Information Report is clearly structured and includes important details about the school. All features of a map included and map is clearly labelled. **5 - 4** | Information Report is sufficiently structured and includes most important details about the school. Most features of a map included and map is labelled.**3 - 2** | Information Report is semi-structured and includes some important details about the school. Some features of a map included and map is minimally labelled.**1 - 0** |
| **Presentation of****Brochure** | Brochure includes specific features and, information is detailed under appropriate sub-headings.Brochure is well designed, creative and easy to read. It has correct syntax and grammar.**5 - 4** | Brochure includes most specific features and, information is sound and under sub-headings.Brochure is well designed and easy to read.Syntax and grammar are mostly correct. **3 - 2** | Brochure includes some specific features and, information is limited and poorly constructed. Brochure is poorly designed.It contains poor syntax and grammar.**1 - 0** |
| **Layout of Welcome Pack**  | Welcome Pack is thoughtfully designed, suitable to target audience and includes all relevant resources.Welcome Pack is well written, has correct syntax and grammar.Includes appropriate pictures to enhance design.**5 - 4** | Welcome Pack is satisfactorily designed, some suitability to target audience and includes most relevant resources.Welcome Pack is written soundly, has mostly correct syntax and grammar.Includes mostly relevant pictures.**3 - 2** | Welcome Pack is poorly designed, limited suitability to target audience and includes some relevant resources.Welcome Pack is poorly written with several syntax and grammar errors.Includes minimal pictures **1 - 0** |
| **Additional Resources** | Welcome Pack includes plenty of relevant, suitable and appropriate additional resources. **5 - 4** | Welcome Pack includes some relevant additional resources.**3 - 2** | Welcome Pack includes limited additional resources.**1 - 0** |
| **Comments** **/25** |