|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **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** | | | |