

Checklist of things to do before our photographer visits your school.

Prepare for the visit

To ensure you get the most out of our time with you, there are a few things that may be worth considering. Often, we find that schools who map out a plan of the day benefit from a wider variety of photos. It's good to plan out what classes, activities and facilities you want to feature in the final photographs. This also means you can get full use of your time with the photographer - ensuring no time is wasted wondering around the school aimlessly.

Begin with making a list of the main themes you want to capture and follow that with looking at the scheduled timetable for the day. This way, you can ensure that on the day the photographer is visiting your school, you will have the opportunity to get images of everything on your initial list.

It is useful to make note of break times, lunch times and movement between class. This will enable our photographer to obtain natural imagery of students truly enjoying the school.

Our checklist will help you think about how to plan out your day with the photographer effectively, in order to get photographs that will showcase your school in it's best light.



Moments

1

Make a Note of Lessons You Want to Document

Are there any particular time periods that you would like to capture? e.g. Break, lunch or movement between lessons.

2

Extra-curricular Activities Showcased

Will there be any lunch-time or after school clubs taking place? E.g sports or academic - music, performances or art.

3

Assemblies or Meetings Taking Place

Will there be any assemblies with a large group of children that you want to document?

4

Teacher-Student Interaction

What teachers or lessons do you want to focus on? Are there any particular students, classes or activities that you have planned?

5

Student-Student Interaction

Students walking around the school campus or collaborating in lesson.

6

Social Hubs

Are there any social hubs around the school where either students or teachers congregate?

7

Curricular and Extra-curricular Balance

How would you like to balance the photography between curricular and non-curricular?

8

Groups, Teams, High Achievers

Are there certain groups of students who have been recognised as high achievers in specific subject areas, sports; Head Boy/Girl - Sport captains

9

Staged or Natural

Would you like our photographer to get natural photos, staged or a combination of both?

Areas

1 Prestigious Subject Areas

Are there any subject areas that the school excels in or is renown for? Technology, science, sport, music?

2 Showcase Facilities

Are there any facilities that your school has invested in or is particularly proud of? E.g Library, swimming pool, play areas, technology

3 Buildings and Campus

Is there a new building or campus that the school has invested in? What are the grounds like?

4 Classrooms

What do the classrooms look like? What are the sizes of class, are they clean, tidy and in good condition?

5 Presentation

Are the displays up to date and relevant to what is being taught? Neat borders, clear presentation.

6 Visual Props

Have you got any visual props that can be placed around the classroom? E.g. flags, academic books, scientific equipment, art supplies.

7 Outdoor Areas

Are the grounds tidy - free of litter, grass mowed on fields, flowers or foliage trimmed, cars out of picture, equipment clear?

8 Rooms of Note

Do you want to showcase any particular rooms of note; e.g board rooms, new classrooms, those with natural lighting.

9 General Cleanliness

Are stacked textbooks in line? Are chairs and tables straight? Is anything broken and visible? Lights all working?

Students & Staff

1 Specific Students

Are there any specific students that you want to photograph? Teams, high achievers, awards, clubs, performers?

2 Consent and Approval

Have you asked and informed these students and their teachers that they will be required to be photographed on the day?

3 Parental Consent

Have you got the consent of all parents? If not - which children or classes should be avoided?

4 Awareness

Have the students and teachers been made aware of the photographer visiting the school in advance and told to remain natural and ignore them?

5 Uniform and Presentation

Are students and parents aware so they adhere to your school's uniform policy? E.g hair, jewellery, make-up, shirts, ties, blazers etc.

6 Staff Awareness

Have all staff been informed and understand they need to wear appropriate uniform or clothing?

7 Lessons Documented

Inform the teachers of the classes you want to include the photographer in & discuss their plans for the lesson; particularly useful in Sciences or practical classes.

8 Staff Consent

Do the staff give consent for their images to be photographed and potentially included on the school website or prospectus?

9 Get Staff Opinion

Ask your staff if they have any lessons planned for that day that will be particularly good to be photographed.



If you require any more help
or advice, please get in touch.

03453 191 039

www.e4education.co.uk

VAT No: 777077487