

Class / Nursery / Playgroup visits – Information Collection Sheet

Contact details

Name of school / nursery / playgroup:

Name of teacher or leader:

Contact phone number:

Date and time

Date of visit:

When will the children arrive?

What time do they need to leave?

Where have they been before / where are they going to afterwards (you can make a link in your introduction / farewell, or you may need to make allowances e.g if they have been swimming and might be tired):

Details of the class

Age and ability range of children:

Number of children:

Number of adults coming with the children:

Any special needs that require to be catered for (e.g. physical impairment, ESOL):
.....

Has the class or group visited the library before?

Has the teacher / leader brought a class to the library before?

Purpose of visit

Should activities relate to: library induction / stories and rhymes / Treasure Box distribution / exploring fiction / information skills / researching a topic?

What would the teacher like the pupils to gain from the visit?

What topic are they working on / just finishing / about to start?

Is there a book they are reading as a class or having read to them?

Is there anything in particular that should be emphasised during the visit?



Membership

Are the children already library members (e.g. through using the mobile library at the school)?

If not: have forms been sent to school? Y / N

or: will forms be handed out at the end of the visit? Y / N

Is the teacher set up to borrow on behalf of the children if necessary? Y / N

Paperwork (library staff info only)

Sessional recording sheet filled in?

Evaluation forms handed out? Collected?

Notes of visit written below?

Activities used:

Stories / rhymes used:

Notes and ideas: