

Class / Nursery / Playgroup visits	
Planning Checklist:	Done √
Discussion with the teacher / playgroup leader (called teacher throughout for simplicity):	
1. Discuss the visit with the teacher and write the details of the visit on the information sheet .	
2. Check to make sure the visit will not clash with anything else.	
3. If the teacher hasn't visited the library with a class before, invite them to come in beforehand to have a look round	
4. Make sure the teacher is aware if there are no toilets available for the children's use	
5. Talk to the teacher about how the children will be managed in the library, particularly if you have not worked with a group of this age before and feel that you may need support. Tell them how you would like them to help (e.g. with disruptions, organising groups)	
6. Discuss the activities	
7. If you want the children to be able to borrow a book at the end of the session ask the teacher to get them to bring their tickets if possible; ensure the teacher is registered as a corporate borrower so that they can take books for non members; and either send out forms to the school to try to get non-members registered (the school would have to send the forms home to be signed, and return them to you before the visit), or hand out forms to interested non members at the end of the visit	
8. Ask the teacher to provide each child with a name sticker – first name only for security – have some blank stickers ready in case they lose them on the way!	
9. If the children are going to be working in groups or trios ask the teacher to sort out the groups beforehand	
10. Ask for the children to bring clipboards, pencils and rubbers if they will need them – you can use scrap paper for them to write on – present it as recycling!	
11. For pre-school children give the teacher the option of bringing a snack for the children and agree an appropriate time and place for this to be eaten	

Highland Libraries Class Visits Resource Pack – Checklists

Your own preparation:	Done
12. List everything you will need for the visit; photocopy any activity sheets the children will be using; arrange purchase of any supplies needed (or decide on substitutes)	√
13. Practice what you are going to say and do; adapt the activities, if you need to, to suit your library; if you are going to read a story or poem make sure you are very familiar with it, and practice reading it aloud	
14. Work out timings for the session, leaving time for the children to choose and borrow a book at the end. About 45 minutes in total is probably long enough, but you will need to organise the visit so that you can get through the essential elements within the time limit agreed with the teacher. Have about 15 minutes worth of additional material prepared in case e.g. there is a delay with the school transport at the end of the session – a story, some rhymes, crosswords or word searches are good for this.	
15. Ring the school before the visit to check that it is still happening and that there has been no confusion over dates	
Just before the visit:	
16. Prepare the area – move furniture if necessary; remove distractions such as toys; tidy if necessary; move kinderboxes so that they can still be accessed by parents and toddlers without distracting the children you are working with	
17. Set up an attractive display relating to the visit or to what the children have been working on recently	
18. Arrange somewhere for the children to leave their coats	
19. If you haven't already done so gather together everything you need for the visit and put it in a box so that you have everything to hand	
20. Arrange seating for the adults, and any mats you are putting out for the children to sit on – set the area out so that when the children are looking at you there is a minimum of distraction behind you.	
Afterwards:	
21. Fill in the sessional recording sheet	
22. Hand out evaluation forms and arrange for them to be returned to you	
23. Write your own notes about the visit on the back of the information sheet, including ideas for changing or developing the activities – include a note of stories, rhymes etc used so that you don't use the same ones next time this group visits	