

Classbook Teacher's Guide

This kit contains everything you need to create a published book with your class. It's easy!

- ✓ Each child contributes two pages, one page of drawing and another of writing.
- ✓ Issue all parents with the order forms in this kit.
- ✓ Assemble all contributions and return the kit as per the instructions enclosed.
- ✓ You'll receive your printed books in just four to five weeks!



'The book is easy to create and everything is included. All you have to do is follow the directions. The quality of the book is really nice!'



Prepare to be published

1 Get Started

Keep your kit box

- You'll use the original kit box to return your manuscript.

Choose a topic

- Select a topic which will interest and excite everyone in the class!

Find inspiration on

OurClassBook.ie/Topics

Encourage expression

- Carry out pre-writing activities and brainstorming sessions to get the whole class engaged.

Important resources

- Before you begin writing and drawing on the kit pages, read our Publisher Guidelines at OurClassBook.ie/guidelines/
- You can find answers to your publishing queries at OurClassBook.ie/FAQs/
- You can find replacement kit materials at OurClassBook.ie/replacement-pages/



2 Let the Fun Begin

Writing and illustrating

- Carry out a brainstorming session and create a draft before letting your students write on the kit pages.
- Please follow the instructions on the back of the kit pages.
- It's normal for silly sentences and misspellings to find their way into the books.



Design the finishing touches

Your publishing project includes a cover, title, dedication and authors' page (just like books found in your library).

- **Cover page** – Fill the box with the book title and a colourful illustration.
- **Title and dedication pages** – Fill the pages with colour.
- **Authors' page** – Feel free to glue in a photo of the authors. This page will always be the last page in your book.



OurClassBook.ie



3 Key Steps

Inform the parents

- Issue the **Parent Order Forms**, included in your kit, to each child in your class.
- We recommend you seek parental consent before submitting your books for publishing. We have instructed parents who do not wish for their child's work to be included in the book to bring this to your attention.
- You will receive a **complimentary** hardcover copy of your special book.



4 Post and Publish

Complete your project

- ✓ Complete the **Teacher Order Form**, indicating the payment method and the number of books your class wishes to order. Payment must be made before submitting your manuscript for publishing.



- ✓ Organise your cover sheet, title and dedication pages, along with your book pages in numbered order, then your authors' page. This will always be the last page of your book.

- ✓ **Note:** Your original kit pages will not be returned.

- ✓ Fill out the **white box marked with a star** on your kit envelope. ★

Delivery

Adhere the pre-paid **An Post** label included in your kit, completely covering the old label. Securely tape your box closed on all sides.

Bring your box to your **local post office** one week before your submission date.

Your published books will be delivered to your school in **just four to five weeks** after we receive your publishing kit. Keep this in mind when planning your celebrations or last day of term.

Thank you for publishing with OurClassBook!

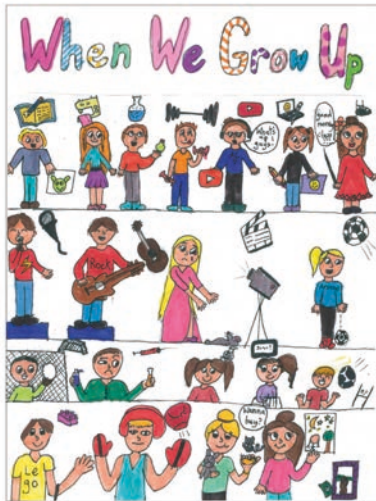
We're here for you . . .

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OurClassBook.ie/FAQs/

**Be sure to celebrate
your published
authors!**



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