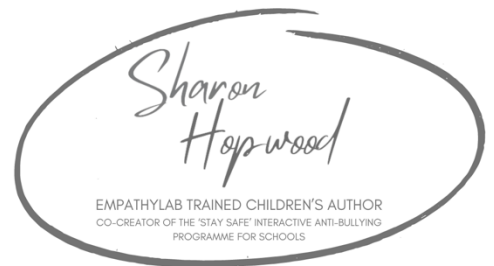


CONTACT:

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SCHOOL VISIT FAQ FOR ORGANISERS

I offer a limited number of school visits each year. Details and pricing can be found on the School Visits page of my website [School Visits - Children's Author \(sharonhopwood.com\)](http://School Visits - Children's Author (sharonhopwood.com))

When do we pay the fee? You will receive an invoice. Payment terms are prior to the event.

How should we set up the schedule for the visit?

- Please ensure I have a parking space.
- If you have booked a full day, please schedule no more than three 45-60 minute sessions.
- Allow for at least 10 minutes between sessions and factor in time for children to enter and leave the presentation area.
- Plan on at least 20 minutes before the first presentation for an A/V check.
- If I am presenting in assembly, please provide a microphone.
- You will find activity printable materials at: [Free Stuff - Children's Author \(sharonhopwood.com\)](http://Free Stuff - Children's Author (sharonhopwood.com)) Please download and print the craft pages you'd like your class to use during the event and have colouring pens/craft materials etc available accordingly.

What do you need for your presentation?

- A small table.
- Water, please.
- For assemblies/classroom, a projector, computer, and screen (I will bring a PowerPoint presentation on USB).

Any lunch requests? I'll bring my own lunch and I'm happy to sit with the children or staff.

How should students and schools prepare? Our time together will be most valuable if students have had a chance to think about it ahead of time. The best way to prepare is to share information about my visit and my book and encourage children to think about questions they'd like to ask a professional author. What are they most curious about?

Some ideas for helping students make the most of our visit:

- Spread the word to families: put up posters, send home flyers, and post on social media.
- Make sure your school library has a copy of my book for children to check out.
- Use my book as a classroom or small group read aloud.
- Download the 'Little Mouse Activity Trail' to play before the event.

What about ordering and signing books? Local bookstores are usually happy to facilitate book sales and will often provide an advance order form that can be sent home with students so that the books will arrive at the school for the day of the event. If you don't have a local bookshop, mine is happy to help! Email Lizzie Ryan Manager.Redditch@waterstones.com for more

information. Ideally, please place your order at least 2 weeks prior to the event to ensure the books are ready and with you on time.

I am happy to sign books if there is time between presentations, lunch, etc. Please write the name to be inscribed on a slip of paper or post-it note with each book. This saves lots of time and lessens the chance of error.

Public Liability Insurance and CRB/Disclosure

- I have PL insurance with the Society of Authors, with a cover of £10million. Please note that a condition of all such insurance is that an author is never left alone with students. Authors visiting a particular school on an irregular basis are not required to have any CRB, DBS or similar disclosure document

May we take photos/record the session? Photos are fine, and you can post them publicly. Video recordings are not allowed without prior permission.

Have more questions? Email me anytime (sj@sjhopwood.com)! I'm looking forward to our visit!