

Primary Program Guide Book



Books in Homes Australia Contact Information

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What is Books in Homes Australia?



The Charitable Foundation for Books in Homes Australia (Books in Homes Australia) provides books-of-choice to families and children living in remote and low socio-economic circumstances, ensuring crucial early literacy engagement and the development of reading skills needed for lifelong success.

Since 2001, Books in Homes Australia has successfully delivered nearly 2.5 million quality books of choice to over 570 low socio-economic schools and preschools, and more than 140 supported community centres in New South Wales, Northern Territory, Queensland, South Australia, Victoria, Western Australia and Tasmania.

Key components to our successes include:

- **Giving students choice** – children succeed best in the Program when they select their own books.
- **Providing the books through schools** – educators use Preview Packs in libraries, integrate the books into schoolroom activities, and celebrate reading during Book Giving Assemblies and Caught Being Good celebrations.
- **Involving members of the community** – parents, caregivers, volunteers, and mentors participate in the Program by preparing book packs, joining Book Giving Assemblies, or reading with children.
- **Using literary incentives to motivate children** – the Role Model Competition and Caught Being Good inspire students to earn more books.

“We’ve had a great deal of success using Books in Homes Australia, as it has motivated the students to become eager readers, and, just as important, it has raised the awareness within our community that reading is important and enjoyable.” – Principal

Who do I contact?

Contact Books in Homes Australia if you have any questions regarding:

- Strategic planning and management
- Feedback on the Books in Homes Program
- Fundraising
- Invoices and payments
- Website enquiries
- Any changes in contact information or student numbers
- The Books in Homes schedule
- Preview Pack
- The ordering process
- The Bulk Order Delivery process
- Sorting and labelling your books and book bags
- Book Giving Assemblies
- Sending us photos of your Book Giving Assemblies
- Enquiries about social media or our ezine – *The Bridge*

Please email your orders to support@booksinhomes.com.au

Peter Large, Chief Executive Officer

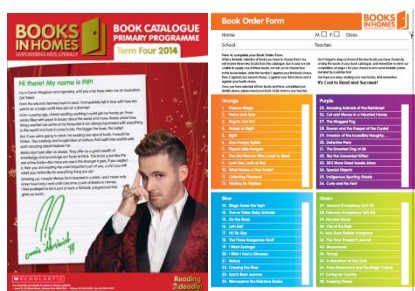
P: 02 9434 2488

E: PeterLarge@booksinhomes.com.au

If you are not sure about anything, please call the office on **02 9434 2488**
or email us at **support@booksinhomes.com.au**

What does your school receive?

Preview Pack & Caught Being Good Delivery



A Preview Pack – Your school receives three Preview Packs (48 titles in each, delivered in Terms 1, 2, and 4) for a total of 144 books per year. Through the Preview Pack, students will view and handle all of the books before making their selections. Your school keeps the Preview Pack for library, or schoolroom use.

Catalogues / Order Forms – Each term, students receive a Catalogue with an Order Form. The Catalogue also contains a Role Model Competition for students to win more books and prizes.

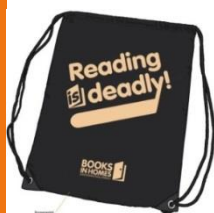
Caught Being Good Books and Certificates – Each term, additional books and certificates reward children for positive behaviour (e.g. increased attendance, being kind to others, etc).

Bulk Order Delivery



Books for Students – Each child receives nine books per year (three books for each of Terms 1, 2, and 4).

Book Labels – Each term, your school receives a pack of labels (three per child, per term) that should be placed on the inside cover of each book.



Book Bags – Each term, students receive one sturdy waterproof bag.

Prize Packs



Competition – Each term, students across Australia have the opportunity to win the Role Model Competition. The 25 winners are sent a prize pack of books and a certificate.

What is the process and where do I find additional information?

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Step 1: Designate a Coordinator

- **Assign a Books in Homes Coordinator for your school.**

Responsibilities include:

- **Being the key point of contact** with Books in Homes Australia.
- **Confirming receipt of book deliveries.**
- **Collecting and sending book orders** by the deadlines.
- **Organising and distributing books** at Book Giving Assemblies.
- **Promoting participation** in the Role Model Competition and Caught Being Good.
- **Completing Program evaluations.**
- **Sending Media Forms, photographs, and news** to Books in Homes Australia.

- **Send your Books in Homes Coordinator contact information to Books in Homes Australia**

Include the following information:

- First name and last name.
- Title (e.g. Principal, Librarian, Teacher, etc.).
- Telephone number.
- Email address.

Step 2: Receive the First Preview Pack Delivery

- **Unpack the boxes** with Books in Homes Australia sticker on the box.
- **Organise the Preview Packs** in the library, or other designated location.
- **Prepare the Catalogues / Order Forms** for distribution to the students.
- **Store the Caught Being Good books and certificates in a safe place.** Give these items to children who earn rewards (see Step 9).
- **Notify Books in Homes Australia that the Preview Pack has arrived safely.**

Boxes



Boxes – Each box has an *Urgent Delivery* Books in Homes Australia sticker.

Preview Pack & Catalogues

Preview Pack Packing Slip Example:

SCHOLASTIC BOOKS IN HOMES AUSTRALIA PREVIEW PACK				
Dr. Seuss Milsions Point Public School Alfred Street MILSONS POINT NSW 2061				
Location	Qty	Book No.	Description	Page 1
BO01	49	1176	392 BROCHURES — The total number of Brochures this school receives this term	
			BOOK LABELS	
			PREVIEW ITEMS	
BO01	1	01	WATCH ME	
BO02	1	02	MUTT DOGI	
BO03	1	03	SEBASTIAN LIVES IN A HAT	
BO04	1	04	MY DADDY SNORES	

Preview Pack Packing Slip and Books – The boxes contain a Packing Slip with quantities, book numbers and descriptions. There will be 48 preview pack books per term.



Catalogues / Order Forms – The boxes include one Catalogue / Order Form per student.

Caught Being Good

Caught Being Good Packing Slip Example:

SCHOLASTIC BOOKS IN HOMES AUSTRALIA				
Dr. Seuss Milsions Point Public School Alfred Street MILSONS POINT NSW 2061				
Location	Qty	Book Number	Description	Page 1
BL01	65		CAUGHT BEING GOOD ITEMS — Indicates this box contains Caught Being Good Items	
BD01	65		CBG BOOK LABELS	
BC01	1		CBG CERTIFICATES	
BC02	1		FANGS	
BC03	1		BRAVE LITTLE PENGUIN	
			FREDRIK GOES BANANAS	

Caught Being Good Packing Slip and Books – In a separate box, there will be a Packing Slip and books for the Caught Being Good Program.



Caught Being Good Certificates – Each Caught Being Good book will be accompanied with a Caught Being Good Certificate.

Step 3: Have Students Select Their Books

“The Books in Homes Program gives our students the opportunity to choose books that interest them, as well as provide a stimulus for hooking them into reading.” – Principal

- **Display the Preview Pack**

- **Set up the Preview Pack in the library**, or other designated location.
- **Arrange the books in a similar order as the catalogue** for easier viewing.
- **Allow 30 minutes per class** to see the books.

- **Have students complete the Order Form:**

- **Distribute the Catalogue / Order Form** to each child.

- **Guide students toward their reading level:**

- Orange (typically 4-6 years)
- Blue (typically 7-9 years)
- Purple (typically 10-12 years)
- Green (typically 13+ years)

- **Let students choose the books** – it is okay if they choose outside of their level.

- **Have students fill out the Order Form** and provide their:

- Name
- Class
- School
- Teacher
- Four books in order of preference – write “1” next to the first choice, “2” next to the second choice, etc.

Book Order Form

Name: Sarah Smith M: ☐ F: ☒ Class: Year 3

School: Wiley Park PS Teacher: Ms Brown

How to complete your Book Order Form: what a fantastic selection of books you have to choose from! you will receive three new books from this catalogue, but in case we are unable to supply one of these books, you will need to choose four in the boxes below, write the number 1 against your first book choice, then 2 against your second choice, 3 against your third choice and 4 against your fourth choice. Once you have selected all four books and have completed your details above, please hand your Book Order form to your teacher.

Don't forget to keep a record of the four books you have chosen by circling the books in your book catalogue, and remember to enter our competition on page 2 for your chance to win some fantastic prizes donated by Australia Post. We hope you enjoy reading your new books, and remember: **It's Cool to Read and Succeed!**

Orange	Blue	Purple	Green
1. Watch Me!	13. Mega Tractors	15. Therapy	17. Njive's Virtual Outback
2. Mutt Dog!	14. Clinton Gregory's Secret	16. Cranley Paws	18. Moon Quest
3. Sebastian Lives In a Hat	15. The Magic School Bus Takes a Moon Walk	17. First Discovery: Dinosaurs	19. The Key to Roads
4. My Daddy Grows	16. The Unhappy Goldfish	18. Storytelling	20. How to Drive Speed Machines, plus pencils
5. How the Kangaroos Got Their Tails	17. How the Tasmanian Tiger Got Its Stripes	19. The Adventures of Captain Underpants	21. Deadly Animations
6. Woodrat Online	18. Night Creatures	20. Sil and the Cassowary	22. Total Funnies
7. The Eleventh Sheep	19. What Is Bush Food?	21. Animals and Their Prey	23. The Forests of Silence
8. How the Birds Got Their Colours	20. True or False: Reptiles	22. Rowan of Rhin	24. Papyrus School Book of Country and History
9. Silly Grub!	21. Mum Skit	23. Affix All Alone	25. The Secret of Rabbit's Cove
10. Dinosaur Enigma	22. Bats Monstrous, Scared of Nothing	24. Lost Treasure of the Emerald Eye	26. Echoing Lives
11. Crocodile Beat	23. Mysterious Manuscripts	25. Dog Den Mystery	27. The Sultan Kingdoms
12. Urm	24. Watching the Wholes	26. Yira and Her Deadly Dog, Demon	28. Art + History + Place

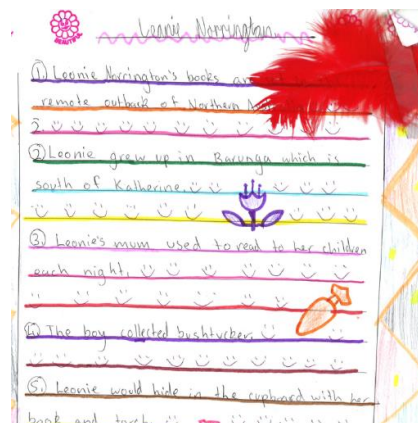
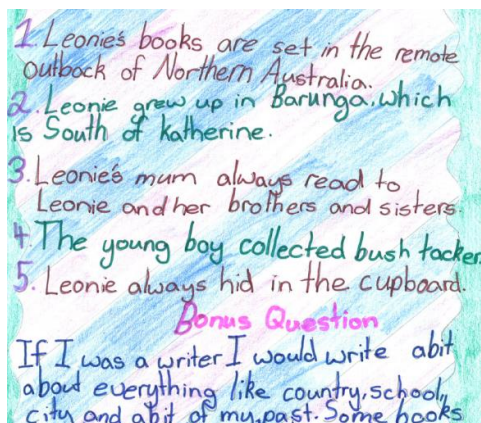
NOTE: Students receive **three of their top four choices**. Books in Homes tries to deliver choices 1, 2 and 3.

- **Collect the Order Forms:**

- **Tear off the Order Forms** from the Catalogue (the last page). Students can keep the rest of the Catalogue to enter the Role Model Competition (see Step 4).
- **Use the Order Forms** to send the compiled orders (see Step 5).

Step 4: Enter the Role Model Competition

- **Tell students about the Role Model Competition:**
 - Read the front page of the Catalogue with them. Let your students know about the Role Model cover story.
 - Show your students the five questions on page 2 that need to be answered, as well as the bonus question.
 - Explain to students that they can win prizes by answering the questions.
 - Tell them to be creative and have fun!
- **Help students who find the reading passage difficult:**
 - Read the story and questions out loud as a schoolroom activity.
 - Ask them to answer the questions on their own.
- **Check to ensure that students have completed all of the questions:**
 - Students answer five questions and one bonus question.
 - They also submit their full name, school, class and age.
- **Send Competition entries to Books in Homes Australia:**
 - **Mail to:** Books in Homes Australia
Role Model Competition
PO Box 647
Botany NSW 1455



- **Celebrate if a student in your school wins a prize!**
 - Include the story in a school newsletter.
 - Honour the student at a Book-Giving Assembly (see Step 8).

Step 5: Send Compiled Orders

“Books with numbers and math quiz questions have become more popular and really enhanced how the kids respond to numeracy in the class room environment in which we operate.” – Principal

- **Receive a School Order Spreadsheet** via email from Books in Homes Australia (Note: Ensure you **save a copy** of the ordering spreadsheet on your computer [e.g. My Documents] prior to making changes).
- **Transfer all orders** from the Order Form (see Step 3) to the Excel spreadsheet:
 - If there is a new student on the Program, add a row to the spreadsheet and insert “Y” for “Yes” in the New Student column.
 - If a student is no longer at the school, or no longer participating, delete that student from the list.

Teacher	New Student	Class	Student Name	Book Choice 1	Book Choice 2	Book Choice 3	Book Choice 4	Gender M / F
Ms Brown		Year 3	Smith, Sarah	19	28	14	38	F
Mr Collins	Y	Year 1	Brown, John	12	5	7	9	M

Example School Order Spreadsheet

- Make sure that you only add the book numbers to the Book Choice columns. Do not use the Book Title.
- **Send the completed School Order Spreadsheet to Books in Homes Australia by the due date** to ensure that students get their books on time.
- **Contact Books in Homes Australia** if you have any questions.

Step 6: Receive the Ordered Books

- **Unpack the boxes** with Books in Homes Australia stickers on the box.
- **Check the Packing Slip** to ensure the delivery matches the School Order Spreadsheet.
- **Organise the student books, book labels, and book bags** in a safe place so they can be prepared for the students (see Step 7).
- **Contact Books in Homes Australia** if you have any questions.

Boxes



Boxes – Each box has an “Urgent Delivery” Books in Homes Australia sticker.

Student Books

Bulk Orders Packing Slip Example:

SCHOLASTIC					
Dr. Seuss Milsons Point Public School Alfred Street MILSONS POINT NSW 2061			BOOKS IN HOMES EMPOWERING KIDS LITERALLY		
Dr. Seuss Class: Kinder			BULK ORDER DELIVERY		
			Customer No: 186490	Date: 02/09/2009	
			Term: 4	2009	
Location	Qty	Book Number	Description	Student	
BB16	1	16	UNHAPPY GOLDFISH	Sean Mcallum	
BG42	1	42	FATAL FORCES	Sean Mcallum	
BP32	1	25	THORPEY MATES	Sean Mcallum	
BW02	1		BIH BAG DEEWR KIMBERLEY	Sean Mcallum	

Student Bulk Order Packing Slip and Books – Inside the boxes you will find a Packing Slip with the quantities, book numbers and descriptions. The delivery will contain three books per child, per term. The quantities of each book should match your School Order Spreadsheet (see Step 5).

Labels & Bags



Book Labels – In the box, there will be a roll of labels for the student’s books. Use these in Step 7.

Book Bags – The boxes will also contain one book bag for each child to hold their new books. Use these in Step 7.

Step 7: Prepare the Books

“Our senior class has taken over the role of ordering and swapping the books of the younger students in the school. This has given them independence and has enabled them to become mentors.” – Principal

- **Recruit volunteers to help prepare the books for students** (e.g. parents / caregivers, community members, or older students).
- **Write each student’s name on a label three times** (one per book).



- **Place the labels on the inside cover of every book.**



- **Pack the books in each student’s book bag.**



- **Organise the books in a way that makes it easy to distribute them during the Book Giving Assembly** (see Step 8).

Step 8: Organise a Book Giving Assembly

“We celebrate each term with a community Books in Homes event... The event is attended by the Preschool, Playgroup, Central School, Health Service and many community members.” – Facilitator

- **Book Giving Assemblies** are generally held in the last 2-3 weeks of term and involve handing out your students' Books in Homes books and certificates, and can often include a short speech, performance or workshop with one of our Role Models.
- **Book Giving Assembly Date / Time** – It is paramount that schools provide us with the date and time of their Book Giving Assemblies as soon as possible, as our Role Models and Sponsors often have full diaries and can be booked up months in advance.
- **Sourcing a Role Model** – We then begin sourcing a Role Model for your school, who will attend your Book Giving Assembly to inspire your students to read and succeed. Finding a Role Model depends on their proximity to your school, their mode of travel, and most importantly, their availability.
- **Role Model Confirmation to Schools** – We will send you a confirmation email, which includes the details we sent to the Role Model. Make sure you check this information to ensure it is accurate (e.g. The correct Books in Homes Coordinator or a change to the Book Giving Assembly date and time). We do not provide the Role Models' contact details to schools because of privacy protocols, however, the Role Model will contact you at least **10 days prior** to the Book Giving Assembly.
- **Sponsor's Invitation** – If your school is not self-funding, we also send an official invitation to your Sponsor to attend the assembly. Once the Sponsor has sent in an RSVP, the name of the Sponsor Representative will then be emailed to you.



- **Book Giving Assembly Protocols** – Books in Homes Australia will also email your Sponsor and Role Model a flyer that outlines what their role will be in the Book Giving Assembly. Of course, each school organises its assemblies differently. Therefore, we recommend you send us your running sheet so we can send it to your Sponsor and Role Model to clarify timing and format.



- **Make sure you take plenty of photos during the Book Giving Assembly!** – It is imperative that you email photos to Books in Homes. When schools are not self-funded but sponsored, we need to provide photos to Sponsors as part of our sponsorship agreements and to share the joy of the Book Giving Assemblies. We also upload photos onto our social media sites, and other promotional platforms including our website and ezine.
- **Ask parents / caregivers to complete the Media Release Form** (at the end of the Guide Book or located on the [Schools Hub](#) of our website) and **send us photos and stories** so we can share your students' happy day.

Step 9: Give Caught Being Good Rewards

“The Caught Being Good Program is awesome. It reinforces positive behaviour. It makes kids want to come to school!” – Principal

- **Review the Packing Slip and the books that were sent in Step 1:**

- Caught Being Good Books are sent with the Preview Pack, but with separate Packing Slips.
- There is one book per group of 60 students, times 10 – approximately one for each week of the term.

Caught Being Good Packing Slip Example:

SCHOLASTIC		BOOKS IN HOMES EMPOWERING KIDS, LITERALLY	
Dr. Seuss Milsons Point Public School Alfred Street MILSONS POINT NSW 2061			
Location	Qty	Book Number	Description
BL01	65		CAUGHT BEING GOOD ITEMS
BD01	65		CBG BOOK LABELS
BC01	1		CBG CERTIFICATES
BC02	1		FANGS
BC03	1		BRAVE LITTLE PENGUIN
			FREDRIK GOES BANANAS

Page 1

Number of CBG books and labels this school receives

Indicates this box contains Caught Being Good Items

- **Design the Caught Being Good guidelines for your school**



- Select students to win Caught Being Good books throughout the term. Reward for good behaviour, grades, attendance, etc.
- Celebrate winning students at weekly assemblies.
- Present Caught Being Good certificates to those students.
- Allow winning students to choose a **book of their choice** from the Caught Being Good titles.

- **Publish Caught Being Good student winners in your school newsletter.**

- **Ask parents / caregivers to complete the Media Form** (at the end of the Guide Book or located on the [Schools Hub](#) of our website) and **send photos and stories** to share the good news.

End of Term Checklist



- Check that all of the Books in Homes books, labels and book bags have been distributed, and each student on the program has received their books this term. If anything is missing, please contact Books in Homes BEFORE the end of term.
- Please send Books in Homes any photos and feedback from your Book Giving Assembly. Sponsors LOVE feedback!
- Depending on your Sponsor, you may have to fill in, distribute and / or collect surveys about Books in Homes amongst parents and staff. In many cases this is a requirement of the funding for your school, and ultimately helps show our sponsors the impact the Books in Homes Program is having on your students, and why they should continue funding. We will contact you if this is a requirement for your school, and your assistance is very much appreciated!

1. What is the age of your child or children participating in the Books in Homes Programme? (Tick all that apply)

☐ 0-3 years old

☐ 4-5 years old

☐ 6-8 years old

☐ 9-12 years old

2. Does your family speak a language other than English at home?

☐ Yes

☐ No

If yes, what are the main languages spoken?

3. Since the introduction of the Books in Homes Programme, has your child wanted you to read to them more often?

☐ Yes

☐ No

4. Has the Books in Homes Programme been a useful tool in helping you to teach your child how to read at home?

☐ Yes

☐ No

☐ Sometimes

5. On average, how often do you read with your child at home?

☐ Daily

How does the Books in Homes Programme contribute towards your child's:

Attribute	Major effect	Moderate effect	Neutral	Little effect	No effect
Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vocabulary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What types of books have you read from the Books in Homes Programme?

☐ by particular authors?

☐ by indigenous authors.

☐ by local authors.

Has the Books in Homes Programme helped you to learn more about:

☐ the history of the area?

☐ the culture of the area?

☐ the people of the area?

☐ the environment of the area?

☐ the traditions of the area?

☐ the customs of the area?

☐ the language of the area?

☐ the music of the area?

☐ the art of the area?

☐ the food of the area?

☐ the clothing of the area?

☐ the housing of the area?

☐ the transport of the area?

☐ the industry of the area?

☐ the agriculture of the area?

☐ the commerce of the area?

☐ the education of the area?

☐ the health care of the area?

☐ the social services of the area?

☐ the law of the area?

☐ the religion of the area?

☐ the politics of the area?

☐ the economy of the area?

☐ the science of the area?

☐ the technology of the area?

☐ the media of the area?

☐ the sports of the area?

☐ the recreation of the area?

☐ the leisure of the area?

☐ the entertainment of the area?

☐ the arts and crafts of the area?

☐ the literature of the area?

☐ the philosophy of the area?

☐ the psychology of the area?

☐ the sociology of the area?

☐ the anthropology of the area?

☐ the geography of the area?

☐ the geology of the area?

☐ the meteorology of the area?

☐ the astronomy of the area?

☐ the biology of the area?

☐ the chemistry of the area?

☐ the physics of the area?

☐ the mathematics of the area?

☐ the computer science of the area?

☐ the information technology of the area?

☐ the engineering of the area?

☐ the architecture of the area?

☐ the design of the area?

☐ the fashion of the area?

☐ the beauty of the area?

☐ the health of the area?

☐ the fitness of the area?

☐ the diet of the area?

☐ the exercise of the area?

☐ the relaxation of the area?

☐ the hobbies of the area?

☐ the interests of the area?

☐ the passions of the area?

☐ the dreams of the area?

☐ the aspirations of the area?

☐ the goals of the area?

☐ the values of the area?

☐ the beliefs of the area?

☐ the opinions of the area?

☐ the attitudes of the area?

☐ the emotions of the area?

☐ the feelings of the area?

☐ the thoughts of the area?

☐ the ideas of the area?

☐ the concepts of the area?

☐ the principles of the area?

☐ the rules of the area?

☐ the laws of the area?

☐ the regulations of the area?

☐ the standards of the area?

☐ the norms of the area?

☐ the customs of the area?

☐ the traditions of the area?

☐ the heritage of the area?

☐ the legacy of the area?

☐ the impact of the area?

☐ the influence of the area?

☐ the contribution of the area?

☐ the role of the area?

☐ the function of the area?

☐ the purpose of the area?

☐ the significance of the area?

☐ the importance of the area?

☐ the relevance of the area?

☐ the usefulness of the area?

☐ the value of the area?

☐ the worth of the area?

☐ the merit of the area?

☐ the quality of the area?

☐ the quantity of the area?

☐ the frequency of the area?

☐ the duration of the area?

☐ the extent of the area?

☐ the scope of the area?

☐ the range of the area?

☐ the variety of the area?

☐ the diversity of the area?

☐ the complexity of the area?

☐ the simplicity of the area?

☐ the clarity of the area?

☐ the ambiguity of the area?

☐ the certainty of the area?

☐ the uncertainty of the area?

☐ the consistency of the area?

☐ the inconsistency of the area?

☐ the stability of the area?

☐ the instability of the area?

☐ the security of the area?

☐ the insecurity of the area?

☐ the safety of the area?

☐ the unsafety of the area?

☐ the soundness of the area?

☐ the unsoundness of the area?

☐ the solidity of the area?

☐ the insolidity of the area?

☐ the strength of the area?

☐ the weakness of the area?

☐ the power of the area?

☐ the impotence of the area?

☐ the ability of the area?

☐ the inability of the area?

☐ the capability of the area?

☐ the incapability of the area?

☐ the competence of the area?

☐ the incompetence of the area?

☐ the skillfulness of the area?

☐ the unskillfulness of the area?

☐ the knowledge of the area?

☐ the ignorance of the area?

☐ the wisdom of the area?

☐ the foolishness of the area?

☐ the intelligence of the area?

☐ the stupidity of the area?

☐ the reasonableness of the area?

☐ the unreasonable of the area?

☐ the logic of the area?

☐ the illogic of the area?

☐ the rationality of the area?

☐ the irrationality of the area?

☐ the objectivity of the area?

☐ the subjectivity of the area?

☐ the impartiality of the area?

☐ the partiality of the area?

☐ the fairness of the area?

☐ the unfairness of the area?

☐ the justice of the area?

☐ the injustice of the area?

☐ the equity of the area?

☐ the inequity of the area?

☐ the morality of the area?

☐ the immorality of the area?

☐ the virtue of the area?

☐ the vice of the area?

☐ the goodness of the area?

☐ the badness of the area?

☐ the rightness of the area?

☐ the wrongness of the area?

☐ the correctness of the area?

☐ the incorrectness of the area?

☐ the truthfulness of the area?

☐ the untruthfulness of the area?

☐ the honesty of the area?

☐ the dishonesty of the area?

☐ the integrity of the area?

☐ the lack of integrity of the area?

☐ the sincerity of the area?

☐ the insincerity of the area?

☐ the openness of the area?

☐ the closedness of the area?

☐ the transparency of the area?

☐ the opacity of the area?

☐ the visibility of the area?

☐ the invisibility of the area?

☐ the audibility of the area?

☐ the inaudibility of the area?

☐ the tangibility of the area?

☐ the intangibility of the area?

☐ the concreteness of the area?

☐ the abstractness of the area?

☐ the practicality of the area?

☐ the impracticality of the area?

☐ the applicability of the area?

☐ the inapplicability of the area?

☐ the feasibility of the area?

☐ the infeasibility of the area?

☐ the possibility of the area?

☐ the impossibility of the area?

☐ the probability of the area?

☐ the improbability of the area?

☐ the likelihood of the area?

☐ the unlikelihood of the area?

☐ the chance of the area?

Frequently Asked Questions

Delivery

Q: Do I have to contact Books in Homes when our school's Preview Pack and / or Bulk Order has arrived?

Yes. Books in Homes keeps track of every delivery to make sure nothing has gone awry on the way to your school. You can let us know by email, phone or fax (there will be a faxback confirmation sheet sent with your welcome email).

Q: What do I do if our school's Preview Pack / or Bulk Order has not arrived?

Preview Packs should arrive in the first week of term, and you will receive an email from Books in Homes after placing your school's Bulk Order to indicate when you should expect it to arrive. If your school's Preview Pack / Bulk Order is taking longer to arrive than expected, please let us know and we can track it down for you.

Important Note: you must let Books in Homes know of any missing orders or cartons within the same term that the orders are placed, otherwise there is unfortunately nothing that Books in Homes can do to rectify the situation.

Q: Are Caught Being Good books a part of the Preview Pack / Primary School Catalogue?

No. Caught Being Good books arrive at the same time as your Preview Pack, and are extras for you to distribute throughout the term for good behaviour etc. These titles are different from the Preview Pack titles and cannot be ordered.

Q: I can't find the Book Labels in our school's Bulk Order. Where are they located?

Usually your school's book labels will be located in Carton 1 of your order. Occasionally, the labels may be placed in another box depending on how it is packed at the warehouse, so make sure to check all of your cartons. If your labels are still missing after checking each carton, let us know and we'd be happy to send replacements.

Q: I think something is missing from our school's Bulk Order. How can I check?

There will be a packing slip that is sent with your Bulk Order listing everything that should be located in your cartons, which you can use as a reference. If there is something still missing after crosschecking your Bulk Order against the packing slip, let us know and we'd be happy to send a replacement.

Ordering

Q: Do I have to use the School Order Spreadsheet that Books in Homes sends me at the start of term?

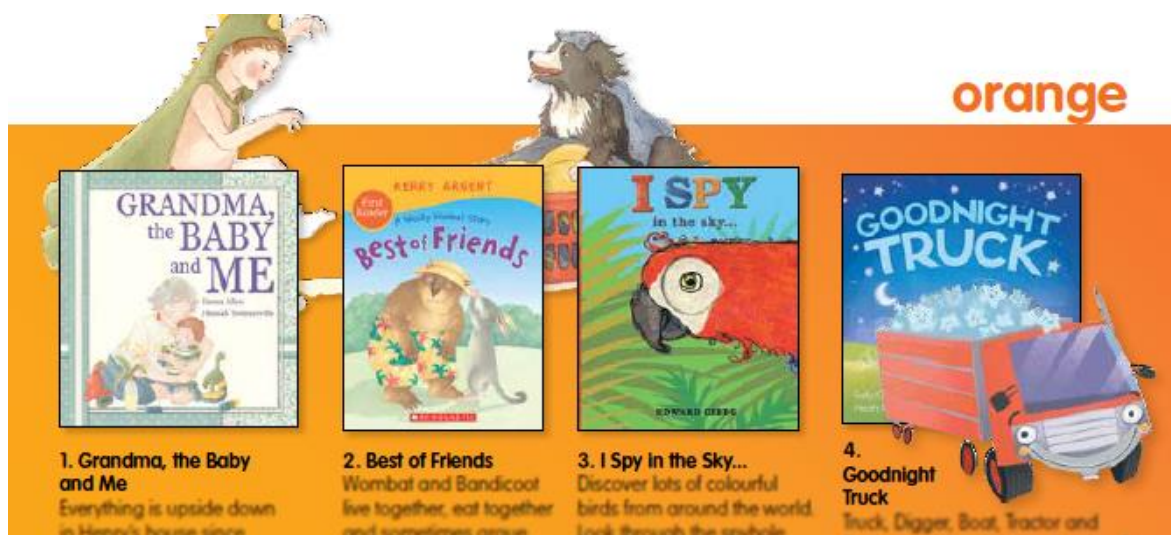
Yes. Once your school's order is sent back to us, it is processed digitally before sending it to be packed and shipped by Scholastic. Our processing system can only read the Books in Homes School Order Spreadsheets that we send to your school.

Q: Some students have left our school and new students have enrolled since our last term on the Books in Homes Program. How do I let you know?

All you have to do is update your School Order Spreadsheet as you input the current term's orders by deleting any students that have left, and adding in the details of any new students.

Q: When filling in my School Order Spreadsheet, do I write the full book titles?

No. Please ONLY input the Book Number as it corresponds to the Book Catalogue. Using the below catalogue example, *Grandma, the Baby and Me* should be listed as 1; *Best of Friends* should be listed as 2, so on and so forth.



Q: Our school is sponsored for a certain number of students on the Books in Homes Program. What can I do if enrolments have increased and student numbers now exceed our school's funding?

If the number of students participating in the Books in Homes Program at your school exceeds your funding limit, your school may have to self-fund the additional students, or limit the number of students participating. If you're unsure about how many students your school has funding for, or have any concerns, please contact us and we'd be happy to talk you through it.

Book Giving Assembly

Q: When do I have to inform Books in Homes about our school's Book Giving Assembly date and time?

As soon as you can! It takes a while to coordinate the availabilities of both Sponsor representatives and Role Models, and Books in Homes has more chance of organising guests for your assembly with a generous lead time. If you're able to let us know all of your Book Giving Assembly dates and times at the start of the school year that would be ideal, but at the very least in the first two weeks of term.

Q: I would like to contact our Role Model prior to our Book Giving Assembly. Can Books in Homes provide their contact details?

Unfortunately, due to privacy reasons, we do not disclose the personal contact information of our Role Model's to schools. We do, however, contact your school's Role Model on your behalf and encourage them to contact your school at least 10 days prior to the Book Giving Assembly. If your Role Model has not contacted you in this time, please let us know and we'd be happy to send them a reminder.

Q: A representative from our sponsor will be attending our Book Giving Assembly. Is there anything that our school should do to include them in the assembly?

There sure is. Generally, sponsor representatives don't speak at assemblies, however, it would be great to include them in handing books to children, shaking hands, taking photos and most importantly, make sure you say a big THANK YOU for their support! You may also want to read through the Book Giving Assembly checklist that is sent out to your school with a Role Model Confirmation email. If you want to get started early then you can download the Book Giving Assembly Guidelines for Schools from the [Schools Hub](#) on our website.

More Information

Books in Homes website

www.booksinhomes.com.au

You can find more information on the Schools Hub of our website:
<http://booksinhomes.com.au/schools-hub/>

Information includes:

- Key Dates.
- Book Catalogues in PDF.
- Schedules (orders deadline).
- Various guidebooks, guidelines and forms.

Books in Homes Ezine – *The Bridge*



Your Principal's and Books in Homes Coordinator's names will automatically be added to our subscription list when your school, centre or community joins the Program. *The Bridge* is sent out monthly. Subscribers get the opportunity to read heart-warming stories about children on our Program; get to know our Sponsors and Role Models, and also give you access to additional competitions and opportunities.

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twitter.com/booksinhomesaus





MEDIA CONSENT FORM

Dear Parents and Guardians,

Books in Homes Australia encourages community awareness through local media outlets. As such, photos or videos may be taken at events such as Book Giving Assemblies and may be published by different media sources.

Should this occur, we seek your permission to allow your child / children to participate in the photo or video sessions and, if required, for the photo/s or video/s to be published in Books in Homes Australia print or online marketing materials, or other media outlets. These photos or videos will become the property of Books in Homes Australia.

Name(s) of Child / Children _____

Name of School _____

Class(es) _____

CONSENT

I / We are the parents / guardians of the above named child / children, and hereby give my / our full consent.

SIGNED

Date: _____

Date: _____

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