



YEARBOOK PROCEDURE

STATEMENT OF AIM

Our aim is to craft a yearbook that not only preserves the vibrant memories and milestones of the MEF International School community but also celebrates our collective experiences and achievements throughout the school year. We are committed to producing a yearbook that reflects the spirit, diversity, and dynamism of our students and staff, serving as a cherished keepsake that encapsulates the essence of our school's unique journey over the year.

PROCEDURES

The creation of the MEF International School yearbook is a collaborative effort that involves the meticulous gathering of photographs and narratives by our dedicated teachers and administrators. The yearbook is structured into several key sections, each designed to capture and highlight different aspects of our school life:

1. **Homeroom Pages** - These pages are in the first section of the yearbook and include a class photo and individual student photos. Homeroom teachers at every grade level compose a write up to go under the class photo. The class write up can include one quote from every student, a class poem, or one favorite moment from each student.
2. **Class Life Pages** - These pages are also created by the homeroom teachers and include photos of students during different times of the year. The homeroom teachers need to be sure to take pictures of the class and need to make sure every student is represented. Class Life Pages take up two pages in the yearbook and should include 10 to 12 pictures with a short caption under each picture.
3. **Specialist Pages** - The third section is for specialists (PE, Art, Music etc.). These pages are similar to Class Life Pages and should include 10-12 photos with captions from the school year. Ideally the specialist includes photos from every class they work with.
4. **Events Pages** - include field trips, student council, room parents, and activities. These pages are created by the event leader and should follow the same format as the previous two sections with 10-12 photos and captions.
5. **Shows and Exhibitions** - includes school performances, talent shows, and art exhibitions.

The timeline for the yearbook is very important. Teachers can begin working on their section or sections shortly after the start of the school year. All class pages, class life pages and specialists pages need to be submitted prior to spring break every year. There will only be a few pages (some sports events, field trips etc.) that are submitted after the deadline.

The quality of photos is very important. Photos should be taken from digital cameras or smartphones with the capability of high quality photos. If a teacher requires photos to be taken, then please arrange this with IT department during the school year.