



# M. P. ROBERTSON

## BE PREPARED

I've prepared this sheet to make it easier for teachers to plan the day. Please read through before I visit and if there's anything I haven't covered, or something you would like me to do differently on the day, please don't hesitate to contact me.

### Before I Visit

I've visited enough schools to know that teachers are VERY busy people. But I do find that it's worth taking the time to tell the children a story or two before I arrive. I have stories available in Powerpoint, Keynote and PDF formats so you can show the stories on the IWB in your classrooms. Many schools that I visit have based projects around my books and if you'd like to do that I have *A Very Dragony Teaching Sequence* available. You could also visit my website, [www.mprobertson.com](http://www.mprobertson.com), to find out more about me and my books and perhaps pre-prepare some questions from the children. Or maybe even run through one of the drawing lessons available on the 'Drawing school' tag. Taking the time to do any of the above will make the day a little bit more fun!



#### Arrival

I try to arrive by 8.00am just to talk through the day and familiarise myself with the school and to make sure that my computer is talking to your projector.

#### Parking

If there is no on site parking please notify me before I visit and advise me where is best to park near to the school premises.



## The Talk

**Time:** 50 minutes

**I need:** To plug my computer into a whiteboard or projector.  
Some way of playing sound ... the louder the better!

**Numbers:** The more the merrier

**Age Group:** Reception, Key stage 1 and 2

I start the day with a talk to the whole school, including reception. Some teachers worry that 50 minutes is too long to hold the younger children's attention, but I've never had any problem with keeping everyone amused. The emphasis is definitely on fun as well as being informative.

## The Workshops

### How to Draw a Dragon!

**Time:** 45 minutes

**I need:** To plug my computer into a whiteboard or projector.  
A table at the front  
A wipe clean whiteboard (not essential)  
Plenty of support from teachers, (especially for larger groups)

**The children need:** Sharpened HB pencils, white A4 paper.

**Numbers:** Up to three classes (90 Children)

**Age Group:** Key Stage 1 and 2 (Not suitable for Reception)

If I'm running the workshop for larger groups there needs to be enough room for the children to all sit at a table facing the whiteboard. So for larger groups I suggest running it in the hall. I realise that this might not always be possible due to other timetable restrictions.

**NB:** As it takes a bit of time to set up my equipment for this workshop please allow 10 minutes extra if I have to move location. If I'm situated in a classroom it's easier to move the children as I sometimes need to shuffle tables around.

### Weird and Wonderful Creatures

**Time:** 1 hour

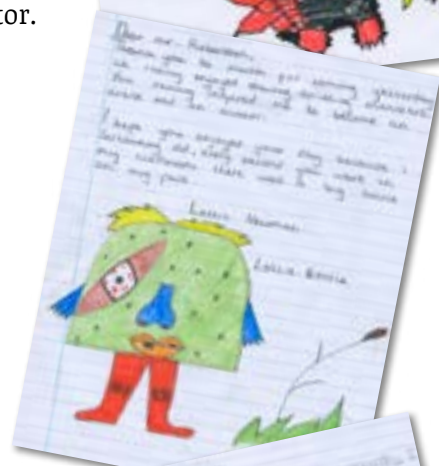
**I need:** An easel and a plain flipchart.

**The children need:** An ability to think out of the box. Ears.

**Numbers:** 30 (Sorry I strictly limit this to a single class)

**Age Group:** Years 4, 5 and 6

This workshop is mainly demonstration based, although there is a lot of creative input from the children. If you'd like me to link this to Greek mythological Chimera, please let me know beforehand so I can swat up.



## Reception

**Time:** 20-30 minutes

**I need:** To plug my iPad into a whiteboard or projector.

**The children need:** Ears

**Numbers:** 90 (or more)

I always like to visit reception at some point in the day just to read a few stories. I can leave a pre-prepared black and white dragon drawing for them to colour in.



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## Timetabling

To help you plan your day I've included a timetable at the end of this sheet. If you could fill it in and send it through to me before I visit I can make sure that everything runs smoothly on the day.

## Lunch

Yes please. If there are no school dinners on site please let me know before I visit. I have no dietary dislikes aside from celery.

## Book Sales And Discount

At the end of the school day the children a chance to buy a signed copy of a book as a memento of my visit. To help the school recoup some of the cost of my visit I offer a book discount of £1 for every book sold.

At the end of this sheet is a standard letter to send to parents to let them know about the sale. And if a text reminder could be sent on the day that would be great. Books sales are always better if I'm in a prominent location, and please allow for a ten minute set up time at the end of the day. It is also a great help if someone could collect the money from the children so I can concentrate on signing the books.

If your school is in a deprived area and you would rather I didn't sell books I totally understand, £7 can be a lot for a parent to find.

## Payment

I will invoice you after my visit, payment terms are 30 days.







Dear Parent,

We have the author and illustrator, M. P. Robertson  
visiting the school on the \_\_\_\_\_  
Mark is the author of many picture books for children,  
including The Egg series about a boy and his dragon.



Mark will be at the school all day talking to the children  
about where he gets the inspiration for his books, as well  
as helping them improve their drawing skills.

If the children want to take home a memento of the day  
Mark will be signing books in \_\_\_\_\_  
at the end of the day. All books are priced at £7, £12 for  
hardbacks (when available).

