Guidance for Virtual Primary School Visits

with Holly Marlow, Author of Foster Care and Adoption Stories
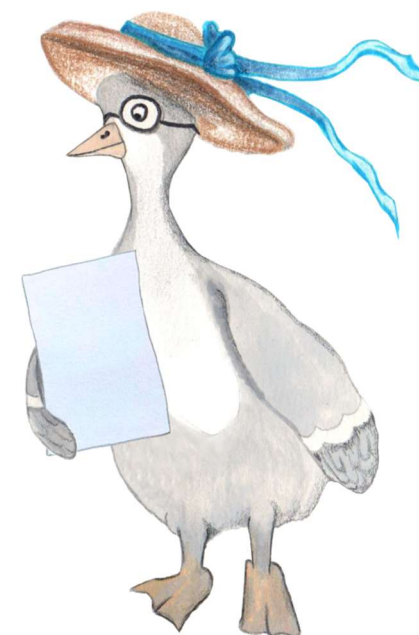
Preparing for the Visit

• Holly will provide a flyer that advertises the event. Please distribute this to parents and carers at least a week before the event, so that parents and carers of care-experienced children have the opportunity to pre-warn their children that this topic will be discussed in class. While every care will be taken to discuss sensitive topics in a non-triggering way, some children will benefit from the advanced notice. It is also advisable to notify the school safeguarding lead, who is welcome to contact Holly with questions ahead of the visit.

• Holly will read the book on the screen during the virtual visit. Holly's books are available from Amazon if you wish to purchase copies for the school library. Contact Holly directly to discuss preferential pricing if ordering more than 10 books, or for signed copies.

Virtual visit topics (customisable by request)

Talk	Book Reading	Talk Contents	Suitability/Goal	Curriculum Link	Typical Duration incl. Q&A
What is a Family?	*Room in the Nest* or *Delly Duck*	Overview of different family structures, explaining foster care, kinship care, adoption, single parent families, and families with same-sex parents.	Suitable for all primary school age groups, to normalise different families, or to celebrate with the class when a child's adoption order is granted.	PSHE: Relationships	30 minutes
Siblings by Adoption	*Adopting a Little Brother or Sister*	Overview of the adoption process in the UK, explaining the concept of social workers and foster carers.	When a child is becoming a big sibling through adoption, this can be used to help them get excited about it and for the class to celebrate with them.	PSHE: Relationships	20 minutes
General Author Talk	*Room in the Nest* or *Cousins by Adoption* (children choose)	How and why I became an award-winning, bestselling author.	World Book Day / Career Day. Best suited to year 5+.	Literacy PSHE: Citizenship	30 minutes

Technical Requirements for a Virtual Author Visit with Holly

Software	The classroom computer must have video call software installed, such as Zoom, Skype or Microsoft Teams (preferred).
Webcam	The webcam should be positioned as close as possible to the screen the students will be looking at, so that Holly can see the students' faces looking towards them.
Microphone	Some webcams or smart screens will include a microphone, so this is not applicable. If you're using a separate microphone, position it such that Holly will be able to hear the students clearly. A cordless roaming microphone that can be passed from student to student is a good way of ensuring that students can be heard clearly.
Screen	Ideally the computer should be connected to a large TV screen or white board projector.
Speakers	Your computer's built-in speakers may not be loud enough for Holly's voice to carry to the back of the room, so you might need to use some louder, plug-in speakers, or the TV's speakers if you're using a TV screen.

If you are new to virtual visits, please ensure that you have the necessary software and hardware and have familiarised yourself with how to use it by making some video calls before the virtual visit. Holly cannot offer technical support, but a test video call with Holly can be conducted in the couple of days leading up to the visit if required.

Virtual visits should not be recorded. Photographs or a few screenshots may be taken by the teacher during the visit. Holly will not take any photos or screenshots during the visit, but would appreciate copies of any "back of head" shots of pupils enjoying the visit, that she can share on social media or her website.

Please contact Holly if you have any questions: holly@hollymarlow.com