

Essential Items Needed from the School:

1. Visuals:

- A clear **picture of the school logo**.
- **Picture of the director** in his or her office.
- **Portrait picture of the principal** or headmaster.
- **Picture of selected students with a teacher** (for both the college and the primary sections).
- A **set of pictures** showcasing:
 - Students in class.
 - Students with the school transport bus.
 - Students in a lab.
 - Students in different classes.
 - Various school activities (around 20 pictures) showcasing different departments (sports, arts, science, etc.).
- **Picture of the ICT office** with some workers.
- **Picture of the principal in his/her office** for secondary.
- **Picture of the headmaster in his/her office** for primary.
- **Pictures of 6 reputable teachers**, their names and positions.
- **Group pictures of teachers**:
 - Primary teachers.
 - Secondary teachers.
- **Pictures of previous graduated sets** (if available).

2. School Contact Information:

- The school's **official email address**.
- **Social media links** for:
 - Instagram
 - Facebook
 - Twitter
 - YouTube
- **Google Business page** (if the school has one) or instructions on where media is uploaded.

3. Quotes & Values:

- A collection of **popular quotes related to education** along with the name of who said it.
- The school's **core values**.
- The school's **vision and mission statement**.

4. Academic & Event Information:

- The **academic calendar** for both the college and primary sections.

- A list of any **special events** or notable dates throughout the year (cultural days, sports day, science fair, etc.).

5. **Additional Content (Optional but Recommended):**

- **Testimonials** from students, parents, or alumni.
- **Notable achievements** or awards won by the school.
- **Information about extracurricular activities** (sports, clubs, arts).
- **School facilities:** Brief descriptions of key facilities (library, labs, playgrounds, etc.) with pictures.
- **Safety measures:** Information or policies regarding student safety (fire drills, medical facilities, etc.).