**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.).