



12 MILLION+  
BOOKS  
SINCE 1994

The Alan Duff Charitable Foundation

# BEST PRACTICES MANUAL





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## Introduction

Belonging to the Duffy Books in Homes programme provides you with a tool to enhance existing literacy programmes in your school.

### Vision

To inspire a love of books in Duffy children so they become adults who inspire a love of reading

### Accomplishment

We will know we have achieved this when Duffy Books in Homes:

- Have over 90% of all decile 1-4 schools participating on the Duffy Books in Homes programme

### Values

Underpinning our vision and purpose are our shared values which will lead us to achieve our goals:

Team Work

Fun

Communication

Empathy

Leadership

Commitment

Innovation

- Our objective is to provide the opportunity for children to *choose and receive new books* to take home and keep, *inspiring a lifelong love of reading*.
- We are investing in our country's most important asset – our children
- We are promoting the *importance of literacy* within families and the community
- It is a *partnership* between Duffy Books in Homes, schools, funding partners, children and communities.

Being part of the Duffy Books in Homes programme enables each child in your school to receive a guaranteed five books each year. These books come to your school in three book offers in Terms One, Two and Three. In Book Offers One and Three, students receive two books for each offer. For Book Offer Two, the cost of books is covered by the Government and students receive one book. There are many other aspects of the programme designed to encourage and reward literacy and reading in your students.

## Key Contact Details

### Duffy Books in Homes

Freephone: 0800 383 392

Phone: 09 259 5690

Fax: 09 270 7416

Postal: PO Box 132146, Sylvia Park, Auckland

Physical: 2 Railway Lane, Otahuhu, Auckland

Website: [www.booksinhomes.org.nz](http://www.booksinhomes.org.nz)

Email: [duffy@booksinhomes.org.nz](mailto:duffy@booksinhomes.org.nz)

### Scholastic

Freephone: 0800 724 652

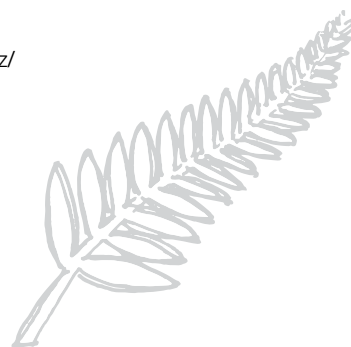
Fax: 09 274 8115

Postal: Private Bag 94407, Greenmount, Auckland

Physical: 21 Lady Ruby Drive, East Tamaki, Auckland

Website: [www.scholastic.co.nz](http://www.scholastic.co.nz)

Online ordering: <http://bih.scholastic.co.nz/>



# Duffy Coordinators

## Who can be the Duffy Coordinator?

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The Duffy Coordinator can be anyone: a teacher, the principal, the librarian, the office administrator, a mum or dad, or even a member of the community that wants to help out. It is important to remember that the job of being the Duffy Coordinator can be time-consuming and in order to make the programme work successfully in your school, the Duffy Coordinator needs to be committed to the programme.

## What does being the Duffy Coordinator involve?

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Being the Duffy Coordinator involves coordinating the programme in your school. You are responsible for:

- processing your school's book orders and making sure they are in on time
- processing the book orders when they arrive back in your school
- preparing and organising for your Role Model Assemblies
- being the point of contact in your school for Duffy Books in Homes
- organising key Duffy awards and events
- keeping in touch with your Duffy funding partner
- coordinating Caught Being Good awards for students and caregivers
- making sure that parents and the community are aware of the programme

## How will this manual help?

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This 'Best Practices' manual has been designed especially to make the Duffy Coordinator's job easier. Please take the time to read it thoroughly and feel free to add to it. Many of the ideas have come from other schools on the programme. Please note that over time certain aspects of the programme may change. If this happens you may be sent replacement or additional pages to add to your folder from time to time.

The manual is divided into two sections.

The first section summarises each aspect of the programme, how each aspect works and ideas and suggestions for running each one.

The second section of this manual contains sections with ideas to help you improve the programme in your school. You can add your own ideas to this section and use it as a ready reference for the programme.

## Tips for Getting Started:

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- The **Duffy Year Planner** has all the relevant Duffy events and dates you need to be aware of. Make sure you have copies of the Duffy Year Planner in your office space, the school staff room, the principal's office and in the school reception and/or foyer. You will receive three copies of this at the end of each school year for the upcoming year.
  - Transfer the dates from the Duffy Year Planner onto your School Calendar so that all staff members have access to it.
  - You may wish to transfer key dates into your own personal diary.

- Keep a **Duffy in-tray** in the school office. All letters/post will be addressed to the Duffy Coordinator or Principal.
- Please ensure that all staff members are aware that you are the Duffy Coordinator and know to give you any DBiH information or material that arrives in your school. As coordinator it is important that you take delivery of any DBiH goods and are kept up to date with all current information.
- Make sure that the Duffy Books in Homes office has your correct **email address** on file as you will often receive correspondence by email.
- Please remember to update your funding partner's contact details as you receive them.
- You will receive a monthly update email from Duffy Books in Homes at the start of each term. Be sure to check this as sometimes they contain changes and amendments to the Year Planner schedule.
- Keep a close eye on when you should expect deliveries of preview packs, start school pack, book offer books, award books, book labels and Caught Being Good certificates. If you do not receive them by the advised date contact us immediately and we can perform a track and trace with our courier.
- Refer to the website – **[www.booksinhomes.org.nz](http://www.booksinhomes.org.nz)**
- If you have any problems or questions just give us a call.

On behalf of the Duffy Books in Homes team, thank you for taking on the responsibility of coordinating the Duffy Books in Homes programme in your school. You are investing in your children's futures and we thank you for giving up your time and energy to provide such a valuable service to your students.

We appreciate you and all your hard work – salute yourself!



## Book Offers

### How They Work:

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- There are **three** Book Offers a year held in Terms One, Two and Three.
- **Book Offer One** (Term One) students receive two new books of their choice to take home and keep
- **Book Offer Two** (Term Two) students receive one book of their choice that is fully covered by the Government
- **Book Offer Three** (Term Three) students receive two further books of their choice to take home and keep

### The Preview Pack

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On the first or second day of Terms One, Two and Three you will receive a box from our book supplier, Scholastic NZ. This box is clearly marked and contains your **preview pack**.

Each preview pack contains:

- brochures with details of each of the books on offer and a form on the back page where children can make their choices.
- a preview copy of each of the books in the brochure\*
- ordering instructions – manual and online
- master order forms
- a prepaid envelope for returning your orders to Scholastic

\*see preview pack notes on next page.

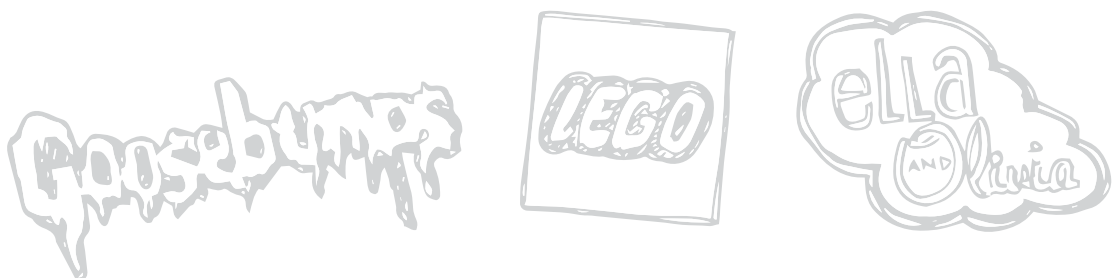
### Brochures

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The pages of the brochure are divided by colour into age groups.

- Books suitable for ages 5 - 6
- Books suitable for ages 7 - 8
- Books suitable for ages 9 - 10
- Books suitable for ages 11 +
- Advanced mature readers
- Te Reo Maori titles

This is a general guideline but remember that children can select any books they wish from the brochure.



## Preview Books

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The preview books are a copy of each of the books in the book brochure for that particular offer. They are provided to you to help the children make their decision on which book(s) they would like to receive.

Depending on the year levels and numbers of children in your school, you will receive a copy of **most** of the books in the brochure. For example, a primary school with children between Years 1-6 will not receive the older level books. However, the children are welcome to order these books.

Also, only new Te Reo Maori titles that have not been in previous preview packs will be included.

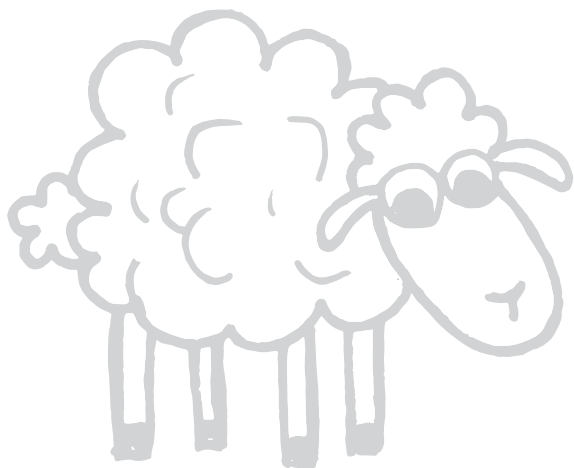
Once the children have made their selections and you have posted in your order, the preview pack is the school's to keep. This is a donation from Scholastic for your school based on the proviso that your school completes an order.

Make sure you always take a photocopy of your orders so when the books arrive you can match up the orders to your students.



### **Ideas on how to use the preview pack books once you have ordered:**

- Use the preview books for late-starters or new-comers who miss out on ordering at the start of term.
- Put the preview books into your library.
- Use the preview books to supplement your Caught Being Good book selection.
- Create a new award or have a competition and use these books as prizes – e.g. you might want to hold a Book Week leading up to your Role Model Assemblies. You could use these books as prizes for 'Best Dressed' or 'Best Book Report'.
- Use the books as an award for the first class to get their orders in.





## Book Offer Instructions

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- Photocopy the **Class Order Form** and give one to each teacher.
- Distribute a **book brochure** to each child.
- Display the **preview pack books** in your library. Each class should spend at least one library period looking at the books to help the students decide which books they would like to order. Books are graded by colour according to age groups but children may choose **any** book from the brochure.
  - Books suitable for ages 5 - 6
  - Books suitable for ages 7 - 8
  - Books suitable for ages 9 - 10
  - Books suitable for ages 11+
  - Te Reo Maori titles
- The preview pack books are sponsored by Scholastic New Zealand Ltd. The books are donated to your school once students have made their selections. Please note that these books can also be used for new arrivals that miss out on ordering at the start of term or to supplement your CBG selection.
- Students must select **FOUR** books each (Three for Book Offer Two), in order of preference and fill out the **Student Order Form** on the back of the brochure. 99% of students receive their first choice book(s).
- **ONLY** current students may order books.
- Teachers then collate student orders onto the **Class Order Form**. Please enter the code numbers of the four chosen books next to the names of the students.
- **Photocopy** all the Class Order Forms and **keep a copy**. You will need this to distribute the books, as Scholastic's packing slip identifies students by code, not name.
- Attach a copy of all Class Order Forms to the **School Cover Sheet**.
- Check all details are filled in clearly, written **IN PEN** and are correct before sending.
- Place in the prepaid envelope provided and **POST** to **Scholastic New Zealand Ltd**.



## Online Ordering

1. Log into [bih.scholastic.co.nz](http://bih.scholastic.co.nz)
2. If you are a new user please register  
(you will receive an e mail verification that you will need to click on)
3. Select Offer. Eg. NZ Books in Homes Offer 3 2016

**Order Details**  
School name shows here...  
NZ Books in Homes Offer 1 2015

**Book Preferences.**  
Please enter each students book preferences. #1 being the top preference. To delete a line remove the student name.

Student Name	#1	#2	#3	#4	#5
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4. Add Teacher name and Class name and click 'ADD CLASS'

**Classes**  
Mrs Jones  
Tui  
Add Class

5. Fill out Student names and all choices for each student (Note: All data is automatically saved)

**Book Preferences. Mrs Jones - Tui**  
Please enter each students book preferences. #1 being the top preference. To delete a line remove the student name.

Student Name	#1	#2	#3	#4	#5
Mary M	3	5	2		
Steven J	12	15	32		

To add another classroom go back to stage 3.

6. When all classes are complete click on 'CONFIRM ORDER'

Confirm Order

You will see a summary of your order.

**Order Summary**

Order No: 400  
Customer No: 054383  
Customer Name: School name shows here...  
Suburb:  
Offer: NZ Books in Homes Offer 1 2015

**Mrs Jones - Tui**

Student	#1	#2	#3	#4	#5
Mary M	3	5	2		
Steven J	12	15	32		

Edit Submit Order

7. Click on 'SUBMIT ORDER' if you are happy with the order, if not click on 'EDIT' to change it.

Your order will show as pending, which means your order has been sent to Scholastic for processing.

**\*\*You can now view this – and any other orders – in 'MY ORDERS' / 'SUBMITTED ORDERS'\*\***

The closing date for each offer is in your Duffy Year Planner. Remember, if you return your order by the early return deadline you will receive TWO FREE BOOKS for your library.



### Ideas for processing your book orders:

- Photocopy the class order form and get class teachers to be responsible for getting their class orders in. You could make it into a competition with the first class to get all their orders back to the Duffy Coordinator winning a prize.
- Make the first week of term 'Library Week'. Set up the books in the preview pack on a display in the library and set aside an hour or so to go through each book with each class and help them decide which books to choose.
- Create book boards for each reading level. Cut the pictures of the books out of the brochures and stick them onto a big piece of coloured paper– one for each reading level. Great for younger kids.
- Read excerpts from each book at assembly or in class.
- For younger students using the brochure, get students to circle their first choice, put a square round their second choice and a triangle round their third choice. Another option is to use different coloured stickers etc.
- Set up a display in the library of the books in the preview pack. You might like to create a 'Duffy Bookshelf'. During each class library time get the students to choose which books they would like, assisted by the librarian or teachers. Get the teacher to fill in the class order at the end of the session.
- Some coordinators check the orders to ensure that no single family gets two books the same. However, remember that it is ultimately the child's choice.
- Take time to talk to students about each book - don't rush the selection process.
- Nominate a child to be Duffy for a week. Make a special Duffy t-shirt and have the child responsible for delivering the preview box to each classroom and collecting the order sheets.
- If you are a smaller school and have the time, one on one time to help children select books is really beneficial.
- Big School? Split up the preview pack for Juniors and Seniors so you can circulate them separately.
- One school forms a circle in a class and passes each book from child to child.

## Receiving Book Orders

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Once you have placed your book order with Scholastic, sit back and breathe a sigh of relief! Your books will arrive four to five weeks after you place your school's order.

The books will arrive in class lots. The big job now is to match up children with their book choices using your photocopied book orders and attach a sticky label to each child's book.

***Please hold onto the books until your Role Model Assembly for distribution.***

### Book Labels

For Books Offers One and Three you will receive sticky book labels around the second or third week of terms One and Three. These labels go on the inside cover of all the books. These labels recognise your school and your funding partner and leave a space for the child's name to be written in.

Please note that these sticky book labels are for use in your CBG Books as well. Also arriving with your stickers will be the Caught Being Good Certificates. These are sent directly to your school from our printer. *This is a small parcel so please keep it in a safe place.*

Sticky labels for Book Offer Two (the Government Book Offer) will arrive in Term Two with your preview pack or with the book orders, (see the start of Term Two Email for details.) These stickers recognise the Government for covering the cost of the book offer.

Sometimes in larger schools the task of labelling each individual book with the child's name can be a daunting task:



#### **Ideas for labelling books:**

- For the IT savvy, set up your printer to print the names onto each label.
- Get students to label their own books after they receive them. Make it a class activity after your Role Model assembly.
- As part of the build up to the Role Model assembly, get the children to write their own names on the labels. These labels are returned to the Duffy Coordinator or to the class teacher who is responsible for affixing the labels inside the book cover.

## **Government Book Week – Book Offer 2**

Book Offer Two is held in Term Two and the cost of each book is fully covered by the Government. No cost is incurred by your school or your Duffy partner.

At the beginning of Term Two, **preview packs & brochures** will arrive for the children from which they will make three choices and receive one book.

Sticky labels for Book Offer Two (the Government Book Offer) will arrive in Term Two with your preview pack or with the book orders, (see the start of Term Two Email for details). These stickers recognise the Government for sponsoring the book offer. We ask that you organise a date and time for your role model assembly with your local MP or Mayor.

#### **Process:**

- Invite your local MP or Mayor in recognition of the Government's sponsorship of the book offer.
- Organise your own MP or Local Board member – someone who is a local celebrity in your area!



#### **Ideas:**

- Hold a book week and have all the children come to school dressed as their favourite book character
- Conduct class projects on the Government and how it works. You might want to hold your own Parliament Session
- How do I find out who my local MP is? Check out: [www.parliament.nz](http://www.parliament.nz)



## Role Model Assemblies

Role Model assemblies are held twice a year, near the end of Term One and Three. Book Offer One and Book Offer Three books are to be presented at these assemblies. Please do not present the books prior to your Role Model assembly.

Duffy Books in Homes organise Role Models to visit your school for Book Offers One and Three. With a large number of schools on the programme this takes a lot of organisation and coordination.

### Notification

- You will be advised via email from Duffy Books in Homes who your Role Model is and the date and time of your assembly. **If you have not heard from us one week prior to the assembly period advised on your Duffy Year Planner please call the Duffy Books in Homes office.**
- If the date or time of your assembly does not suit, phone the office on 0800 383 392 straight away and we will attempt to reorganise your assembly. Please remember that our Role Models often have a number of schools to visit so your flexibility is appreciated.
- Invite your Duffy Books in Homes funding partner (if you have one). The Duffy Books in Homes team also notifies your funding partner of the Role Model assembly.
- Invite parents/school supporters along if you wish.
- Let your local paper know about your Role Model assembly and the date and time.
- Should you wish to organise your own assembly, please inform Duffy Books in Homes and your funding partner at the start of the term or as soon as possible.

### Role Models

- Duffy Books in Homes Role Models come from all walks of life. A brief biography on your Role Model will be included in your emailed notification, but you may wish to do further research yourself.
- You are more than welcome to arrange your own Role Model. Please let us know if you do this as soon as possible.
- Role Models are advised to arrive at schools ten minutes early. We take every precaution to ensure that Role Models don't forget or get lost, however if the unforeseen occurs and your Role Model does not arrive, please call the Duffy Books in Homes Office (0800 383 392) and advise the DBiH staff.



## Procedure

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- Please ensure your office team are expecting your Role Model
- Welcome the Role Model to your assembly (and your Duffy partner if they are present) and introduce them to your students, teachers, parents and guests.
- The Role Model will talk about themselves and their achievements and about the importance of reading for five to ten minutes, then present books to the children.  
We suggest two students per class come to the front of the assembly to receive their books, or a box of books on behalf of their class.
- Sing the Duffy song 'Read About It' at your Role Model assembly.
- Once the assembly has ended, and if time permits, the Role Model can sign some books, visit some classrooms, or have morning or afternoon tea with your staff.
- Please be aware that some Role Models (especially travelling Role Models) may not be able to stay after the assembly as they will have to travel on to the next school in their schedule.



### **Ideas to make your Role Model assembly special**

- Treat your Role Model to the school choir or kapa haka group performing for them
- Invite your Duffy partner, local press and parents along.
- Take lots of photos. Send some to Duffy Books in Homes for our newsletter! Please send these by the end of term if possible and please make sure they are of a high enough quality to publish.
- Decorate the stage area, or front of hall, in a theme.
- Wrap up the boxes of books – either by the class, or by another class as a gift. It is not necessary to use fancy wrapping paper – children's artwork is great.
- Have children at the gate or entrance to meet the Role Model – they then become the 'minders' for the visit.
- Please acknowledge the funding partner and their contribution whether they can be there or not.
- Visitors always appreciate singing by the school, not just the Duffy song.
- Invite guests and Role Models to visit classrooms if their schedule permits – maybe even distribute books in the classroom.
- While we try to prepare the Role Models as much as possible, some new role models can be very nervous and uncertain of what to say. Try to put them at ease. You may wish to invite the Role Models to read from a favourite book if they are uncertain of what to say. Role Models could also talk about the book(s) they enjoyed as a child and why.
- Ask your Role Model and/or funding partner to autograph a photograph or special display to commemorate their visit.
- Make a day of it! Parents could go into classrooms after the assembly and read the new books with children.
- After the assembly make cards and write letters to the Role Model to thank them.
- Prepare your students before your Role Model arrives. Conduct research projects into their area of expertise. For example if your Role Model is an author, borrow their books from the local library and read them in class. Make the most of it!
- Let the children run the assembly – your house captain or prefect would be ideal for this.



## Funding Partners

### The Cost: A 50 - 50 Partnership

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Founder Alan Duff's self-help philosophy is reflected in the fact that schools enter a 50-50 financial partnership with Duffy Books in Homes to cover the cost of the programme in the school.

### Duffy Books in Homes' 50%

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Duffy Books in Homes seeks a funding partner to cover their 50% of the cost of the programme in the school. Until a partner is found, Duffy Books in Homes covers this cost through general public donations and Government funding. We recognise Duffy Books in Homes partners through our newsletter, website, book labels and book brochures.

When we find a funding partner for your school, you will receive a letter or email giving you the details of your Duffy partner including contact names and details.

### The School's 50%

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It is the school's responsibility to cover your 50% of the cost of the programme, or you might have your own supporters networks.

Approaching local businesses is a good way of creating a partnership. Alternatively, visit the Funding Information Service website [www.fis.org.nz](http://www.fis.org.nz) for more ideas on accessing funding.

We encourage you to teach your students about the monetary value of the books so they are not just seen as another 'freebie'.



#### Ideas for doing this:

- Do a class project where children work out:
  - how many books they have received since they've been at school
  - how many books their siblings have received
  - how many their classmates have received
  - how many their whole school has received
  - how much it would have cost to buy their books at the local bookshop
- Get students involved in fundraising for the school's percentage of the programme through gala days, fun runs etc.
- Write thank you cards and letters to your Duffy partners and supporters.

### Funding Partners

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If Duffy Books in Homes find a funding partner for your school we ask that you help us recognise the partners regularly for their contribution. It is well worth making the effort to develop a good relationship with your partner.

Many of our Duffy partners often go over and above the Duffy Books in Homes support for their schools, both in financial and time donations.



## Duffy Theatre

The Duffy Books in Homes 'Theatre in Education Touring Show' (better known as the Duffy Theatre) tours all Duffy primary schools performing a 45 minute show that brings the character of Duffy to life and reinforces the importance of reading in a fun and interactive way.

The theatre is free of charge and the bright professional actors bring a fun new show alive at each visit. The central character is always Duffy and the shows revolve around the different reading adventures he gets himself involved in.

Prior to the start of every term, the theatre schedule is emailed to schools who will be receiving a visit that term advising when the theatre will be arriving. You may be asked to either visit another school or team up with another school at a local hall for the theatre performance. Please arrange a bus or other transport and Duffy Books in Homes will pay all travel costs. You can either arrange for us to be billed directly or we can reimburse your school.

Teachers' notes are available on our website and attached to the notification email before the theatre visits. This is a fun lesson planning tool using themes from the show.

The theatre is easily one of the most popular aspects of the programme!



### Ideas

- Invite parents, your Duffy partner, media and the community to the performance.
- Make sure the performance area is clean and tidy before the group arrives.
- Utilize the teacher's notes, this will ensure your students make the most of the show.





## Caught Being Good

Caught Being Good Awards are an incentive for your students to be 'Caught Being Good'! They sit well alongside awards you may already have in place at your school.

The 'Caught Being Good' Awards are a tool for teachers and principals to reward students who are 'Caught Being Good' reading, being thoughtful, doing their homework – whatever positive reason that you choose for this award.

Each student you choose receives a book with a Duffy Book Label (to be affixed inside the front cover by you) and a Caught Being Good certificate.

The number of Caught Being Good books you receive is based on a ratio of one book per thirty students per week (rounded up to one/week for schools with less than thirty students).

You receive two distributions of CBG Books and certificates over the school year.

CBG Books will arrive at the start of **Term One** and the start of **Term Three**.

CBG Certificates and sticky labels will arrive separately in the second or third weeks of **Term One** and **Term Three**.

## Kids at Home

**Kids at Home (KaH)** is now split into two separate initiatives.

KaH is Duffy Books in Homes' pre-school literacy programme that caters to:

- the under five year olds attending Duffy Early Childhood Education Centres receiving books on the **Duffy Ready for Reading (R4R) Programme**
- all new five year old entrants starting school for the first time receiving **a Duffy Start School Pack**.

It is fully funded by the Ministry of Education and private funders and is provided at no extra cost to all schools on the Duffy Books in Homes programme.

### The aim of KaH is:

- to introduce preschool children under five to the wonderful world of books
- to encourage Duffy families to treasure books and realise the value of reading and words
- to foster the joy of reading together as a family
  - to encourage parental engagement through books
- to encourage KaH kids:
  - to become familiar with books
  - to learn how to hold books
  - to learn how to turn pages
  - to recognise words, colours and numbers
  - to gain an understanding of storylines
  - to begin a lifelong love of books



## Duffy Ready for Reading (R4R) Programme

All centres that have an equity funded index between 1 and 4 and filter into a nearby Duffy School are eligible to join the Duffy R4R Programme.

R4R is similar to the Duffy Books in Homes Programme where preschool children choose books throughout the year and take home to keep.

If you would like to enrol your nearby ECE centre please email [duffy@booksinhomes.org.nz](mailto:duffy@booksinhomes.org.nz) for more information.

## New entrants (5 years old)

On their first day at school, every 5-year-old new entrant receives a Duffy Start School Pack consisting of Duffy's Start School Activity Book and a book bag.

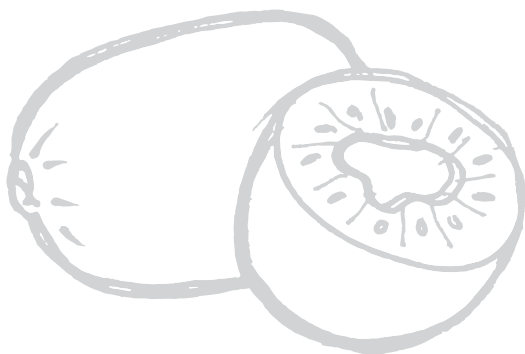
Start School Packs arrive once a year. They will need to be assembled by you and consist of a book bag and activity book.

At the start of Term Four your school will be sent a KaH box containing:

- Duffy book bags
- Duffy activity book

The Duffy Start School Packs are supplied at no cost to your school. If you run out of packs please give us a call on 0800 383 392 and let us know. Too many Start school packs? Let us know and we'll put your next distribution on hold.

Throughout the year you will receive various awards to be presented. Please refer to your Duffy Year Planner and Term Reminders for when you can expect to receive these awards and when we suggest you present them



## Caught Being a Good Mum, Dad and Grandparent Awards

Duffy Books in Homes supplies three extra Caught Being Good Awards each year to be presented to a Mum, Dad and Grandparent or caregivers in these roles.

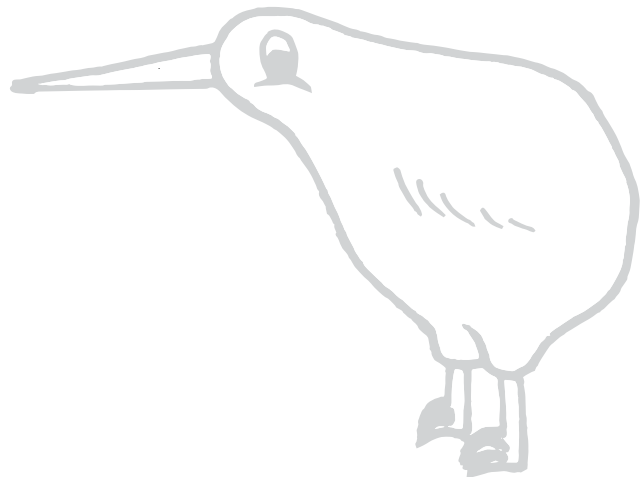
**Caught Being a Good Mum** and **Caught Being a Good Dad** awards are generally awarded around Mothers Day and Fathers Day. The **Caught Being a Good Grandparent** award is presented around the middle of Term Four. Please refer to your Year Planner for more information. The 'Mum', 'Dad', and 'Grandparent' each receive one book and a certificate. These awards are a good opportunity for you to invite and encourage parents, grandparents and caregivers to attend special school assemblies.

The Caught Being a Good Mum, Dad and Grandparent awards celebrate family support. This award should be presented to someone who deserves a prize for supporting and encouraging their kids and for being a positive influence in their lives.



### Ideas for picking recipients:

- Students nominate their mum/dad/grandparent then pick one name out of a hat at school assembly.
- Present the award to special mums/dads/grandparents/caregivers who help out at the school –e.g. volunteers for school camps etc.
- Have a competition - picture/drawing/story. Mix it up a bit. At Broadwood Area School the theme was what the child did for the parent instead of the other way round. All parents get given their child's artwork afterwards.
- Have a grandparent day – invite them to come and read with the children.
- Decorate a box for each award. Students could draw pictures or write a story about mum/dad/grandparent and put it in the box. At the next assembly have a prize draw for first, second and third. Display work on the wall so everyone can see.
- Hold a competition - one year Raukokore School had a competition for their Caught Being a Good Dad award where Dads had to bake a cake, change a nappy and separate an egg!
- If the book we supply is not quite appropriate for your CBG recipient you may wish to offer them a choice out of your CBG books so they can select one to share with their child.
- Include a slip in your newsletter for children to fill in and return to the school nominating their mum/dad or grandparent for the award. Draw the winner like a lucky dip.
- One school on the programme buys an extra book so they can present a prize to two people so the recipients don't feel shy about coming by themselves.



## School Leader Assembly

We all know the benefits of introducing our children to young people they can aspire to. There's nothing more powerful for them than bringing back past pupils that they can relate to and hear their aspirations and messages about how important literacy continues to be at Secondary School.

This is why we have the annual 'School Leader' Award. Please contact your local secondary school to request two students who are able to attend a special assembly to speak to your students. Many of our Duffy Schools report that identifying year 9 or 10 past pupils has worked extremely well, the two students you request don't have to be the head boy and girl.

Duffy will send you two books and certificates to present to them at your assembly as a thank you for taking the time to attend.

You will also receive a School Leader Information sheet for you to forward to your local Secondary School to advise them of this award and to encourage them to support this mutually beneficial aspect of our programme.



### Ideas

We suggest the following assembly format:

- Have your own students waiting to greet them on arrival to the office
- Principal / Duffy Coordinator welcomes and introduces the School Leaders
- School Leaders speak to your students for five to ten minutes
- Present the School Leaders with their book and certificate
- Question and Answer time
- Take photos and share on your Facebook Page

## Mainfreight Award for Excellence in Attitude

Mainfreight sponsor an end of year award for one pupil at your school.

Near the middle of November you will receive a certificate, a silver cup and a high quality reference book to present at your end of year assembly to a senior student (Year 6, 7 or 8) who demonstrates an excellent all-round attitude.

Enclosed with the award when it arrives at your school will be a letter with details about the award and contact information if you wish to invite a representative from a Mainfreight branch near you to present this award.

Please remember to acknowledge and thank Mainfreight for their very generous sponsorship of this award.



### Ideas

- Get last year's recipient to present the award
- Start up a Mainfreight Duffy Award honours board to recognise all past winners
- Have the students vote to choose the recipient
- Many schools use this as their main award while others use this in conjunction with their top academic student award.

Throughout the year you will receive various awards to be presented. Please refer to your Duffy Year Planner and Term Reminders for when you can expect to receive these awards and when we suggest you present them

## Thank Your Duffy Partner Week

Once a year we set aside a special week on the Duffy Year Planner to remind schools to get in touch with their partners.

Partners cover the other 50% of the cost of the programme in your school. Duffy Books in Homes is responsible for finding this partner and we cover this cost until a partner is found for your school. You may also have your own funding partners for your school's 50% or the school may cover this cost. During this week, take the opportunity to encourage the children to write letters or make cards thanking your Duffy partner and thanking the school for their books. You may wish to invite your partner in for a morning tea or special assembly. You also may wish to use this week to teach students about how the books are paid for so they realise that the books aren't just another 'giveaway'.

Some schools fundraise to pay for their half of the cost of the books – you could hold Duffy fundraising events this week.



### Ideas:

- Invite your Duffy partner to a special morning tea. Include some of your students - maybe that week's/month's CBG winners.
- Frame a piece of student's artwork and present it to your partner.
- Put them on your newsletter mailing list.
- Invite your partner to become a regular part of your school. Develop a reading-buddy system whereby your partner could come in to read to junior students once a week.
- Start a book at the beginning of the year and add photos, stories and letters of Duffy events. As the year progresses present it to your Duffy partner at a special assembly.
- It's important to keep in touch with your Duffy partner throughout the year too - not just for one week!

Please contact us if you are unsure who your Duffy partner is.

## \$5 Parent Summer Offer

In Term Four, Duffy Books in Homes and Scholastic give parents the opportunity to order books for only \$5 each. Parents might like to purchase them for Christmas or birthday presents for their families.

You will receive brochures with the books on offer to be sent home with each student.

The forms are completed at home and returned to the school with payment.

Schools are asked to complete one order form and one school cheque only and send to Scholastic.

Books are then sent back to the school (see the Duffy Year Planner for the delivery date) and you are then responsible for sending the books home to parents.



### Ideas

- It's up to you how you distribute the \$5 books to parents – you may send them out by mail if there are only a few or you might send them home with the children in an envelope so that they are kept a secret
- For smaller schools, you could hold a special assembly and parents can present the books to their children on the day

## Regional Reps

Regional Representatives visit all Duffy schools once a year to review the programme with your coordinator and get any feedback on how the programme is doing within your school. All schools are scheduled and notified regarding visits prior to each term.

## Duffy's e-library

In association with Wheelers e-platform Duffy has created an e-library to facilitate the sharing of eBooks for your school. We take care of the set up process and as a school you may choose to supplement your e-Library with additional eBooks (which remain only accessible to your school), or simply enjoy the wonderful collection that Duffy has provided. Students can access titles anywhere, anytime 24/7 year round. There is a user friendly App that provides one touch reading, even after going offline. The customized display settings (including dyslexia friendly settings) have also proven very effective in enabling students who may have struggled to read standard print books in the past, or to enthuse reluctant readers. It's all about inspiring a love of reading, whatever the format. Duffy's e-library is currently only available to Intermediate Schools

## The Duffy Song

'Read About It' is the Duffy song penned especially for Duffy kids to sing at Duffy Books in Homes events and assemblies. It is a very catchy song and is great fun to design your own actions for! Composed by Jan Hellriegel and Dave Dobbyn and written and sung by Toi Iti and Jan Hellriegel.

**Find the song on YouTube by searching 'The Duffy Song – Read About It with lyrics',**

You can download the song via our website under 'School Resources' - [www.booksinhomes.org.nz](http://www.booksinhomes.org.nz)

### ***Design your own actions!***

Take the first line of the Duffy Song – 'I'm going to read my way around the world'

Pick out the key words – 'read' and 'world'

- Explore different shapes that could represent reading
- Explore different shapes to represent the world
- Decide what shapes/movements will be retained for illustrating this line of the song

Repeat the above process with each line of the song. As a class, practise the selected movements in sequence with the song as it is played or sung. For example...

*'I'm going to read my way around the world'.*

- hold hands as if reading a book
- spread arms out wide and bring up above your head to form a circle of the world



# History Lesson

## How it all started

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In 1992 Alan Duff visited Camberley Primary School in Hastings where he found that many of the children came from bookless homes and showed little or no interest in reading. He set out to promote a campaign to help the school find books for its pupils.

The key concept of book ownership caught the imagination of many people in education and business. Many accepted the idea that children from bookless homes, with no reading role models in their environment, might become more interested in reading if they owned books themselves, had the opportunity to share them with other family members and could return to them many times. It became quickly apparent that children were more likely to read the books if they were brand new and the children had the opportunity to select them themselves.

The philosophy behind the idea is simple – to break the cycle of ‘booklessness’. Kids who cannot read become adults who cannot communicate and that is a serious disadvantage in a world that operates on the written word.

## Key Milestones

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- 1992** – Alan Duff trials a pilot ‘Duffy Books in Homes’ scheme at Camberley School in Hastings which sees a dramatic turnaround in the children’s attitudes and their desire to do well at school.
- 1994** – The idea of Duffy Books in Homes is born and The Alan Duff Charitable Foundation is set up with Christine Fernyhough as the key driving force behind the establishment of the Duffy Books in Homes programme.
- 1995** – Prime Minister Jim Bolger officially launches Duffy Books in Homes at Tairangi School on August 24th 1995.
- 1996** – The Government agrees to cover the cost of an extra book for each child on the programme every year. The popular travelling Duffy Theatre is launched.
- 1998** – Duffy Books in Homes receives the Multi-Serve National Award for ‘Most Innovative Education Programme’.
- 1999** – The Kids at Home programme, focusing on preschool literacy, is launched in July 1999. Duffy Books in Homes celebrates one million books distributed to children.
- 2002** – NZCER report on the programme is released: “The deep and lasting impact of Duffy Books in Homes on each of its 78,000 students is inestimable. It is a programme that invests in the future but changes the present.” – Cedric Croft & Karyn Dunn, NZCER Evaluation 2002.
- 2004** – Duffy Books in Homes celebrates 10 years with 435 schools, over 80,000 children and 198 funding partners.
- 2007** – The Ready for Reading Early Childhood Education programme is launched with a trial version of the programme run in Auckland Kindergartens.
- 2008** – The dual milestones of 500 schools and five million books are reached.
- 2009** – Duffy Books in Homes celebrates 15 years.
- 2014** – Ministry of Education presented the 10 millionth book at a Parliament Breakfast
- 2016** – Intermediate schools specialised programme starts – eBook’s now available
- 2017** – Duffy Books in Homes celebrates 12 million books distributed to children.