

Please read carefully before starting

General

- Children are attracted to Trails with photos/pictures; they help children to identify the location of the features mentioned in the questions.
The Trail is more attractive when produced in colour if the cost is not prohibitive.
- Drawings are sometimes preferable to photos for the Question sheets because they photocopy more clearly than photographs. At the end of the process we advise you to suggest that trails be printed off which is just as cheap as photocopying and produces a better copy. Please bear in mind - some people will photocopy.

Work on the Questions & Answers at the same time.

- Ask questions which the child can answer by looking around the building, not by looking at the answers. They learn much more that way and it is much more fun. It can be frustrating when the only way they can find out is by asking an adult for the answers.
- We recommend a whole range of questions, which require looking carefully and responding.(See Help Sheet 3 Appendix 1.)
- Avoid questions that only require a "Yes" or "No" answer.
- Vary the questions to include looking, writing, drawing, guessing, careful consideration, ticking boxes and counting.
Try to avoid too many of the same kind of question, particularly counting questions which can appear too often if you're not careful. Two counting questions are usually enough.
Beware too many drawing questions as the Trail may take too long.
Avoid too many questions on windows (two is usually enough). Sometimes Trails are used on a dark winter's day or after dark in the case of organisations such as Brownies, Cubs etc.
There is no need to write 1a), 1b) etc – just provide lines for the children to write their answers)
- Get the questions to flow round the building. Avoid criss-crossing the building as much as possible – frustrating and time wasting and particularly difficult for school groups.
- Our Trails in places of worship are for people of all faiths and none. Be careful that questions (and answers) don't contain an absolute statement of faith that might offend. Schools can be multi faith or secular, so try to ask questions which don't assume Christian knowledge.
- Remember that we are aiming at children from the ages of 8 to 12 and although it may be impossible to reach the whole age range, we do want to try.

Phrasing the questions

This is the probably the greatest challenge for the question maker.

Think about the space needed for the answers - phrase the questions to have short, simple answers.

Avoid philosophical questions – keep to facts.

Look at Appendices 1 and 2 for ideas for formulating questions.

Let's look at the first question.

Begin by asking a few simple questions, which the children can have the satisfaction of being able to answer easily.

You might end up with a discussion on a subject as a result of this question and it is up to the accompanying adult to take the subject wherever they want it to go.

A drawing/photo of the item will help children find it and it should also be numbered on the plan.

Vocabulary

- Use simple vocabulary, avoiding words like 'depict' and 'identify' and more adult phraseology. The trick is to get clear information across in as few words as possible. However, specialist vocabulary can be a learning point.
- Put the questions in a logical order, directing attention in a simple sequence of instructions when necessary.

A Children's Trail isn't a test. It should be quick and simple to follow, so everyone can enjoy what they are doing. We try to encourage children to want to look. It should be fun and easy whilst, at the same time. stimulating thought and conversation.

Plan of the building

- There may be a plan of the building in a guidebook or leaflet. Many are too complicated and printed horizontally. We suggest tracing the outline or using software such as Paint.net – scan, tidy up if necessary, using a black felt pen and insert into your question sheet like drawings & photographs. Add numbers and words to the plan later.
- It's very important when we copy plans that we are aware of copyright and make the plans our own. This can be done by tracing and scanning an original plan and adapting it for use in the Trail.
- Indicate the way into the building with a block arrow.
- Add names of any important places on the plan.
- Put the question numbers on the plan to help children locate the area relating to the question. Number the plan on each side of the Question sheet to correspond to the questions on that side (e.g. 1 – 7 on the front, 8 – 14 on the back). Use Tahoma 10 or 11 in **bold** for the numbers depending on the room available within the plan.

- An advantage of numbering is that it encourages children to learn how to use a plan and it makes the visit quicker and easier. It also allows teachers with large classes to start their groups at different parts of the trail.

Answer sheet

This is a headed sheet, rather than a template, so you have much more flexibility with the design and layout. You may like to use bullet points on the Answer sheet to help accompanying adults to find the separate parts of an answer more quickly as they go around the church.

Note: the children's expected answer should be in **bold** font and in the first sentence of the answer.

Fitting the questions into The Arts Society template

Find someone who is good at computing. There are templates available in Microsoft Publisher and Microsoft Word.

Publisher is much easier to use if you have it on your computer, but you can also use other programs – e.g. InDesign, Illustrator or Quark providing layout and logo are in compliance.

Please do ask your TODAR for help if you would like it. Example trails are available for reference.