



Stage for Kids Global

Guidelines to Pictures & Videos Recording + Updating of Program Pages

The following guidelines will help you in taking photos and videos of the children monthly and for the year-end showcases. These will be uploaded onto the centre Program Pages for families to view.

Please note Definitions:

- **Year End Concert:** a performance within the school concert – once a year.
- **Year End Showcase:** Stand-alone performance by the program children – once a year.
- **End of Term Showcase:** Stand-alone mini-performance by the program children – three times a year (at the end of Term One, Term Two & Term Three).
- **Program Page:** the webpage for each centre and program where families can view the children’s pictures and videos...

What to Present on the Program Page			
Type of Event	Pictures (per child)	Videos (per child)	Performances
By the end of the month	2 individual pictures 1 Group picture	1 group video	-
By the end of the Term	2 individual pictures 1 Group picture	1 standalone video 1 group video	One group performance: Total Length of Video (after edit): 3-5 minutes Ensure children receive equal screen time.
Year End Showcase	3 individual pictures 1 Group picture	1 standalone video 1 group video	One group performance with a storyline: Total Length of Video (after edit): 5-8 minutes Ensure children receive equal screen time.
Year End Concert	3 individual pictures 1 Group picture	1 standalone video 1 group video	Skills to showcase: Speech, movement, participation.

REQUIREMENTS:

1. Plan when to have the photos/videos taken; and get the equipment ready.
2. Inform the schoolteachers sitting in during class so they would act appropriately.
3. Have the updated name list ready to help you keep track of absent children. Plan to record this child in the next lesson(s). **DO NOT MISS OUT ANYONE.**
4. Check for good, vibrant lighting + Check for good sound without distractions.
5. Ensure a variety of pictures for each child. This means that each child must be doing a different activity in every picture. Use props or tools in the pictures.
 - a. Take pictures of them interacting, presenting, moving, and dancing
 - b. Take pictures of them writing, drawing, colouring, etc
 - c. Take pictures of them in a group
 - d. Take videos of them speaking up / moving and dancing / doing artwork / presenting.

Stage the photo taking if need but **DO NOT ONLY PRESENT POSED PICTURES.**

Include yourselves in pictures when able.

6. Be aware of children’s facial expressions. Take photos that show children in their happiest moments.
7. Be aware of the other children and their facial expressions in the pictures.
8. Be aware of (teachers’) actions and facial expressions. For example; resting your elbows on your knees reflect laziness and disinterest. Or stern looks reflect unhappiness.
9. When recording videos; ensure we filter our language and tone.
10. Check the photos/videos for blurry pictures.
11. Edit and upload all media the week before the last class of the term.

Upload all pictures and videos into Stage for Kids Global Google Drive Folder by the end of every month.

If you need help – COMMUNICATE.