

# SCHOOL-IN-A-BOX: GUIDELINES FOR USE

The School-in-a-Box Kit contains supplies and materials for a teacher and up to 80 students, if taught in double-shift classes of 40. The contents of the kit are not culturally specific so that they can be used anywhere in the world. The components of the kit are described below.

## Purpose

The primary objective of the School-in-a-Box is to help re-establish learning as the first step towards the restoration of normal schooling following an emergency. However, it can also be used in development situations where a country suddenly faces an influx of students (e.g. if school fees are abolished at once).

**Important remark:** The School-in-a-Box contains the basic materials needed in all situations. They must be complemented by teacher training and support, a teacher's guide and books and other didactic material based on a curriculum relevant to the child's future education (in refugee situations this might be the curriculum of the country of origin). Each country office is responsible for developing its own teacher's guide, in consultation with national/local education authorities, and for translating the guide into the appropriate local languages

## Reception and Administration of the School-in-a-Box

The kit, together with the Guidelines for teachers in the local language, should normally be distributed to teachers at a teacher-training workshop. Each teacher is the custodian of the School-in-a-Box and is responsible for its safekeeping. This is because the items contained in the kit will last longer if cared for properly. The teacher will distribute to the students the items they need to complete their assignments, i.e., slates, slate pencils, pencils, exercise books, etc, as well as additional items as needed.

The Teacher's Guide should be preferably distributed together with the kit at the teacher training venue.

## Contents and Use of the School-in-a-Box

The School-in-a-Box contains two types of materials, those for the teacher and those for the students. The students may take some of the materials home to do homework or work on projects assigned by the teacher. Other materials, although intended for student use, will be used only in the classroom and are thus distributed by the teacher as and when required.

- **Metal Box with Padlock**

To ensure the safe storage of all items, the kit is stored in a metal box with two coded padlocks. At the beginning of every day, the teacher unlocks the box and distributes the materials needed for the day's lessons and at the end of every day, reclaims the materials from the students, puts them back into the box and locks it.

- **Blackboard Paint**

The inside lid of the metal box can be painted with blackboard paint, thus making the lid of the box a blackboard. The blackboard paint can also be used on a smooth surface, e.g. wood or on a wall as a rough surface uses more chalk. The lid of the tin of blackboard paint must be closed firmly, to prevent the paint from drying out.

- **Brush for Painting Blackboard**

The brush is intended for use with the blackboard paint. To extend its life, it must be carefully cleaned after use. The paint supplied with the kit is water-based and the brush

can be cleaned in water after use. If oil-based paint is purchased locally, the brush must be cleaned with paraffin after use to prevent it from becoming brittle and being destroyed.

- **Posters, plasticized paper, set of three, double-sided**

The posters can be written on, using water-based non-permanent marker pens provided in the Box, then wiped clean and re-used as appropriate. Adhesive tape is provided for attaching the posters to a flat surface.

Poster 1: Alphabet and lines

Front: the Letters of the Roman alphabet in upper and lower case, with space below in which the teacher can write the local alphabet.

Reverse side: dark blue horizontal lines, height 6cm, on which the teacher/pupils can write.

Poster 2: Numbers 0-100 and squares

Front: the numbers from 0-100, with space below in which to write the numbers in the local script.

Reverse side: a grid of 100 dark blue squares, in which the teacher/pupils can write/draw.

Poster 3: Times table and world map, physical

Front: the multiplication tables from 1 x 1 to 12 x 12, in squared format.

Reverse side: the world physical, showing continents, seas, rivers, mountains, but no political borders or place names. The teacher can write on the map in the local language.

- **Tape-Measure**

The tape-measure can be used to mark heights on a pole or a wall, so that pupils can measure their height in centimetres. The tape can also be used for teaching measurements and marking off an area.

- **Wooden Cubes**

The cubes are painted in assorted colours and can be used for teaching arithmetic.

- **Clock, teaching, wood**

The clock face fits in a wooden base so that the clock can stand up on a flat surface. It is of tough construction for classroom handling, with easy-see numerals, large and small wooden hands that can be moved by the pupils. In countries which do not use Arabic numerals (1-12) it will be necessary to cover the numerals with a sticker, on which to write the local numeral system

- **Scissors, safety, school (blunt end)**

The scissors are fitted with a protective cover made of hard plastic, which cannot be removed accidentally. They should be stored in the box and distributed as and when required for the children's use, when engaged in paper craft projects and other related work. Children should be guided when doing craft activities that require cutting, as it is a good method for improving their coordination and promoting their creativity. The scissors are only to be used for cutting paper or cloth.

- **Slates and slate pencils**

Slates have proven to be one of the most appropriate, practical and cost-effective writing materials for younger students. They can be used, together with the slate pencils for daily classroom work and can be cleaned and re-used, saving the more expensive exercise books for the work that the teacher and the child really want to keep.

- **Exercise Books, cyan blue covers, branded with the UNICEF logo**  
Each student should receive one book. The teacher must instruct the students on how to maximize the use of all the pages and not waste paper. The ruled exercise books are printed without margins, so that they can be used by children whose language is written from left to right, or from right to left.

### Additional Supplies (Optional)

**Chalkboard.** The kit does not include a chalkboard (blackboard). Instead, the inside of the metal box can be painted with the blackboard paint and thus function as a blackboard. If a regular blackboard is required, this should be specified on the Supply Requisition. At present, the following standard chalkboard is available from the Copenhagen warehouse:

Material No. 4416503 - Chalkboard, double sided, 180x780 mm/EA

**Exercise Books.** The use of slates versus exercise books varies. If the local custom is to use more exercise books, they should be specified separately on the Supply Requisition (preferably in multiples of 25, which is how they are packed), using the correct material number.

### How to Replenish Items

The School-in-a-Box contains both consumable and durable items. The consumable materials will last approximately three months and must be replenished. Whenever possible, the items should be replenished locally for maximum sustainability.

Upon receipt of the kits, the local UNICEF office should determine to what extent items are available locally and if not, **immediately** order the items that cannot be replenished at the local level. As the processing time of an offshore order takes some time due to the distance and logistics involved, it is imperative that the consumable items not available locally be ordered immediately upon receipt of the School-in-a-Box.

The durable items have an anticipated lifetime of one year, but we recommend a review of the need for replenishment after 3-6 months, in case of breakage. Here again, whenever items are available in the country, they should be procured locally for maximum sustainability.

### For UNICEF offices: Ordering from Supply Division through ProMS

The material numbers will appear in the ProMS catalogue with the prefix "WH".

When placing an order for the entire School-in-a-Box, use number 9935020.

The material numbers of the individual components, shown in the table below, should be used only when replenishing items. Please select each item individually and specify the quantity required for each item. It is also possible to order a Replenishment Kit (number 9935021), which contains all the consumable items.

### For Procurement Services partners: Ordering from UNICEF using the webcatalogue

When placing an order for the entire School-in-a-Box, use number 9935020.

The material numbers of the individual components, shown in the table below, should be used only when replenishing items. Please select each item individually and specify the quantity required for each item. It is also possible to order a Replenishment Kit (number 9935021), which contains all the consumable items.

The webcatalogue is accessible at: [www.supply.unicef.dk/Catalogue/](http://www.supply.unicef.dk/Catalogue/)

## School-in-a-Box - Material Number 9935020

### Teacher's Materials

#### Consumable Items

Material Number	Quantity	Item Description
4460002	2	Pen, ball-point, black
4460001	2	Pen, ball-point, red
4460005	1	Pen, ball-point, blue/BOX-10
4416397	3	Chalk, assorted colours/BOX-100
4416403	3	Chalk, white/BOX-100
4410021	1	Book, exercise, A4, ruled-8mm, 96 pgs/PAC-10
1802808	1	Pens, felt-tip, ass. Colours, 0.8-1mm/PAC-6
4465700	2	Paint, chalkboard, black
0544210	1	Register, A4, squared, 40 sheets/PAC-10
2687003	1	Tape, adhesive, transparent, 1,5cm x 10m/Box-20
4325497	2	Marker, flipchart, colours, tip-4.5mm/PAC-4

#### Non-consumable Items

Material Number	Quantity	Item Description
5001000	1	Bag, UNICEF, blue polyester, 360x230x610mm
4491900	1	Triangle, chalkboard, 30-60-90 degrees
4491904	1	Triangle chalkboard, 90-45 degrees
4417230	1	Clock, teaching, wood or plastic
2270500	1	Scissors, all purpose, sharp, 180mm
0567000	1	Tape, measure, vinyl-coated, 1.5m
4416504	1	Brush, paint for chalkboard, 50-60mm
5001010	1	Box, metal, lockable, for storage, stackable, external dimensions 80x60x25 cm
4420000	1	Posters, plasticized paper, set of 3
4418400	1	Compass, chalkboard, 40cm
4467000	1	Ruler, chalkboard, 100cm
2512000	1	Cubes, wood or plast., coloured, set of 100
4416506	1	Duster/Wiper for chalkboard
4419000	1	Globe, inflatable, diam.42cm, w/o stand
8760025	2	Decal, UNICEF, round, diameter 205mm

### Students' Materials

#### Consumable Items

Material Number	Quantity	Item Description
2584000	4	Crayon, wax, packs of 8 colours/BOX-10x8
4520110	4	Eraser, soft, for pencil/BOX-20
4410020	4	Book, exercise, A5, 5mm-square, 48 pgs/PAC-20
4410010	4	Book, exercise, A5, ruled-8mm, 48 pgs/PAC-20
4552001	4	Pencil sharpener, plastic/BAG-20
4461002	4	Pencil for slates/BOX-20
4460701	8	Pencil, HB grade, black/BOX-10

#### Non-consumable Items

Material Number	Quantity	Item Description
5001006	4	Bag, carrier, A4, interlock seal/PAC-20
4570005	8	Ruler, plastic, 30cm, set of 10
2555010	4	Scissors, safety, school, B/B, 135mm/BOX-10

4416510	2	Slate, fibreboard, A4/BOX-20
---------	---	------------------------------

## Replenishment Kit – School-in-a-Box - Material Number 9935021

### Teacher's Material

### Students' Materials

#### Consumable Items

Material Number	Quantity	Item Description
4460007	1	Pen, ball-point, black/BOX-10
4460001	2	Pen, ball-point, red
4460005	1	Pen, ball-point, blue/BOX-10
4416397	3	Chalk, assorted colours/BOX-100
4416403	3	Chalk, white/BOX-100
4416504	1	Brush, paint, for chalkboard, 50-65mm
1802808	1	Pens, felt-tip, ass. colours, 0.8-1mm/PAC-6
4465700	2	Paint, chalkboard, black
0544210	1	Register, A4, squared, 40 sheets/PAC-10
4325497	2	Marker, flipchart, colours, tip-4.5mm/PAC-4

#### Consumable Items

Material Number	Quantity	Item Description
2584000	4	Crayon, wax, pack of 8 colours//BOX-10x8
4520110	4	Eraser, soft, for pencil/BOX-20
4410020	4	Book, exercise, A5, 5mm-square, 48pgs/PAC-20
4410010	4	Book, exercise, A5, ruled-8mm, 48 pgs/PAC-20
4552001	4	Pencil sharpener, plastic/BAG-20
4461002	5	Pencil for slates/BOX-20
4460701	10	Pencil, HB grade, black/BOX-10

Slight variations in the above quantities may occur, due to very heavy demand.

### Feedback and Comments

The present guidelines have been developed for your benefit. We would therefore welcome your feedback at:

Email:

[supply@unicef.org](mailto:supply@unicef.org)

Attn.: Education Unit

Mailing address:

Education Unit

UNICEF Supply Division

UNICEF Plads

DK-2100 Copenhagen Freeport

Denmark