

The Oxfam Catalogue for Schools 2007

Guidelines for publishers submitting resources for inclusion

Thank you for your interest in the *Oxfam Catalogue for Schools*.

These Guidelines will tell you:

- **what** the *Oxfam Catalogue for Schools* is,
- **why** Oxfam has a Catalogue for Schools,
- **the benefits** of having your resource(s) promoted and distributed through the Catalogue,
- **the criteria** Oxfam uses to select the resources we will promote and distribute,
- **how** to submit your resource(s).

What is the *Oxfam Catalogue for Schools*?

The *Oxfam Catalogue for Schools* is a mail order Catalogue containing around 400 teaching and learning resources. The Catalogue is unique in that it only contains resources that help promote Education for Global Citizenship. It seeks to bring together the widest possible range of good Development Education material, and so it includes material from many different publishers, as well as resources published by Oxfam. The Catalogue includes a wide range of education resources, suitable for teaching all ages from early years to post-16, and covering many curriculum areas.

Through the Catalogue, we aim to offer teachers resources for increasing young people's understanding of poverty and its causes, and to empower young people to develop the skills, understanding, and values they need to act for a more just, secure and sustainable world. We also include resources that enable teachers to develop their own teaching practice, as well as selected reference materials.

Why does Oxfam have a Catalogue for Schools?

The Catalogue is part of the work of Oxfam's Development Education and Youth Programme (DEYP), which aims to:

- enable young people in the UK to become **global citizens**, who are equipped with the knowledge, skills, values and attitudes to take an active role in making the world a better place.
- encourage these global citizens to **join Oxfam's movement** to fight poverty and suffering in the long term.

Oxfam's work to achieve these aims in the formal education sector encompasses support for teachers and their practice in the classroom, and work to change education policy so that Education for Global Citizenship becomes an entitlement for all children in England, Scotland and Wales. The *Oxfam Catalogue for Schools* is a key part of our practical support for teachers in the classroom.

For Oxfam's definition of a Global Citizen, to view our online *Catalogue for Schools*, and for more information about our Development Education Programme, please visit:

www.oxfam.org.uk/coolplanet

In choosing to promote and distribute high quality global education resources from a variety of publishers, Oxfam hopes to:

- promote Education for Global Citizenship and Development Education content and methodology to teachers and educationalists,
- empower and enable teachers by supporting them in their teaching and learning about Global Citizenship,
- give teachers a 'one-stop-shop' where they can choose from a range of material gathered together for their convenience,

- provide teachers with the assurance that resources selected for inclusion promote high standards of teaching and learning,
- support the work of small organisations and publishers working in Development Education by providing a promotion and distribution service.

What are the benefits of promoting and distributing your resource through the Catalogue for Schools?

We print and distribute around 35,000 copies of the *Oxfam Catalogue for Schools* to teachers in the UK each year. Resources included in the Catalogue are also available to buy online at www.oxfam.org.uk/publications and are promoted through our website for teachers, Cool Planet: www.oxfam.org.uk/coolplanet

In addition, Oxfam has a presence at major education publishing conferences and exhibitions throughout the year, where we distribute Catalogues and sell resources.

In 2005-06 more than 45,000 copies of education resources were sold through the Oxfam Catalogue. We expect this to increase in the financial year 2006-07.

If your resource is selected for inclusion in the Catalogue, Oxfam will handle the fulfilment of orders, and any queries about buying your resource.

What are the criteria for inclusion in the Oxfam Catalogue for Schools?

The Catalogue contains a range of types of resource for teachers, including:

- activity-based material from DE practitioners,
- a small range of commercially published picture and reference materials for young people, teachers and teacher trainers, to support the activity-based resources, which are suitable for home and school,
- a full listing of Development Education Centres throughout the UK,
- information about Oxfam's policy papers, which can be used as good source material for students or provide detailed background information for teachers.

We accept PRICED teaching or activity packs, handbooks, reference books, picture books, games, videos, CD ROMs, maps and posters which help promote Global Citizenship and Development Education content and methodology to schools and young people.

The resources submitted for inclusion in the Oxfam catalogue should:

- address some or all of the elements in *Oxfam's Curriculum for Global Citizenship* (www.oxfam.org.uk/coolplanet/teachers/resources) e.g. by:
 - challenging stereotypes of race, gender, class and place,
 - making links between the local and the global, the South and the North,
 - employing active learning techniques involving student participation,
 - having young people's own lives as a starting point,
 - using positive images and case studies of people and places in the South,
 - promoting learning from the South.
- relate to the curriculum requirements of Scotland, Wales, and/or England
- have content, methodology and activities that have a GB-wide application
- be up to date with at least a two-year life
- be priced
- be professionally produced

- be suitably packaged to meet the demands of our distribution system (please see the Catalogue for Schools Submission Form for more information).

Resources are selected by members of Oxfam's Development Education Programme. Each submitted resource is checked against the criteria listed above by two people and is then discussed by a wider group.

We go through as rigorous a process as possible, in order to select the best resources in our judgement, while also maintaining a balance of items in the Catalogue. We offer feedback to publishers whose resources are not selected.

How do I submit a resource for inclusion in the *Oxfam Catalogue for Schools*?

You must submit 2 hard copies of the resource plus 2 copies of a fully-completed **Submission Form** to enable us to consider your resource for inclusion. We also request a high-resolution cover scan of each resource.

Closing date for submissions to reach us is **Friday 8th September 2006**.

If you have any questions regarding Oxfam's submission policy, please read our FAQs and the information included on the Submission Form. If your question has not been answered, you can email: schoolscatalogue@oxfam.org.uk

If you have read all the information and are still not sure whether your resource meets our criteria, please contact Anna Luise Laycock to discuss your resource beforehand, using the email address above.

If you wish to submit a resource for inclusion in the Catalogue please use the Submission Form, available to download from: www.oxfam.org.uk/coolplanet/cataloguesubmissions