

# Revised School-in-a-Box 2016, 40 students & 1 teacher (S9935097) GUIDELINES FOR USE

## Introduction

In 2015 the school-in-a-box underwent an end-user review focusing on gender, universal design, cultural acceptability, and utility which resulted in new items being added and existing items taken out of the kit. These changes required the creation of a “new” kit with new material number. As of March 2016, the new version is called “**School-in-a-Box, 40 students, 2016**” (S9935097) which will replace the previous kit school in a box (S9935098). The changes in content has not affected the overall size and look of the kit which is still packed in the same metal box or carton. The same changes are applied to the “**School-in-a-carton, 40 students 2016**” (S9935011) which replaces the previous kit (S9935012).

The main changes are summarised as follows:

### ➤ New items added to the kit

Component number	Object description	Quantity	Component unit
S4462100	Protractor, plastic for blackboard 44cm	1	EA
S4516510	Student's Geometry sets, Box-20	2	BOX
S8794601	Arm Bands, Education, Cyan blue, cloth	2	EA
S4410003	Bristol paper, colored, A4, 180 gsm, pack	1	EA
S2687004	Duct tape, 50mm, silver	1	EA
S1993550	Users guide School in a Box Kit, English	1	EA
S1993551	Users guide School in a Box Kit, French	1	EA
S1993320	Children w/ Disability Guide SiB	1	EA
S1993323	Education Kit Feedback form, A4	1	EA

### ➤ Items that have been removed from the kit

Component number	Object description	Quantity	Component unit
S4590000	Radio,multiband,solar,wind-up	1	EA
S8760025	Decal,UNICEF,round,diameter 205mm	1	EA

Note: All items that have been removed from the kit can still be ordered as individual items.

The contents of the kit are not culturally specific, so they can be used anywhere in the world. The components of the kit are given in the table below.

The contents of the School in a Carton kit were also updated to reflect the changes (Revised School-in-a-carton S9935011).

These Guidelines are applicable to the following kits:

S9935097 – School-in-a-Box 2016, 40 students & 1 teacher

S9935011 – School in a Carton 2016, 40 students & 1 teacher

S9935099 – Extra Materials for 9935097, 40 Students

S9935095 – Replenishment kit for 9935097 School-in-a-Box Kit, 2016

## 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) and supplies are needed urgently. The Revised School-in-a-Box Kit is on the Emergency Education list.

**Important:** The School-in-a-Box contains the basic materials needed in all learning situations. They must be complemented by teacher training. The kits are supported by Teacher's Guide and books and other didactic material based upon 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, for translating the Guide into the appropriate local languages as well as for carrying out the required training.

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

The kit, together with Teacher's Guide, should normally be distributed to teachers (or paraprofessionals) at a teacher-training workshop. Each teacher is the custodian of the School-in-a-Box and is responsible for its safekeeping - the items contained in the kit will last longer if cared for properly. The teacher will distribute to the student the items they need to complete their assignments, i.e., slates, slate pencils, pencils, exercise books, etc, as well as additional items as needed.

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

The School-in-a-Box contains two types of materials; materials for a teacher and materials for the students. The student may be given some of the materials so that they can do their homework or work on projects assigned by the teacher. Other materials, although intended for student's use, should be used only in the classroom and are thus distributed by the teacher when required and shall be collected at the end of the class/assignment.

Instructions on the use of the items are given in Annex 1. A description of each item is available on the web catalogue (just enter the material number in the search function). The web-catalogue is accessible at <https://supply.unicef.org/>

Table 1: The contents\* of the Revised School-in-a-Box Kit, the quantities for the teacher and per student:

Material Number	Material Description	Total Quantity	For teacher or student	Number per student	Replenishment item
S4410021	Book,exercise,A4,ruled-8mm,96 pgs/PAC-10	1	T		Y
S4416504	Brush,paint,for blackboard,50-60mm	1	T		
S4416397	Chalk,assorted colours/BOX-100	3	T		
S4416403	Chalk,white/BOX-100	3	T		
S4416506	Duster/wiper for Blackboard	2	T		
S4325497	Marker,flipchart,colours,tip-4.5mm/PAC-4	2	T		
S4465700	Paint,blackboard,black	2	T		
S4460006	Pen,ball-point,red/BOX-10	1	T		
S0544210	Register,A4,squared,80 pgs/PAC-10	1	T		Y
S2270500	Scissors,all purpose,sharp,180mm	1	T		Y
S2687003	Tape,adhesive,transp 1,5cm x 10m/BOX-20	2	T		Y
S2512000	Cubes,wood or plast.,coloured,set of 100	1	T		
S4417230	Clock,teaching,wood or plastic	1	T		
S4418400	Compass,plastic, for Blackboard, 45cm	1	T		
S4419000	Globe,inflatable,diam.42cm,w/o stand	1	T		
S4420000	Posters,plasticized paper,set of 3	1	T		
S4467000	Ruler,Blackboard,100cm	1	T		

S4491900	Set Square,Blackboard,30-60-90 degrees	1	T		
S4491904	Set Square, Blackboard,45-45-90 degrees	1	T		
S5001010	Box, metal, lockable, for storage,stackable	1	T		
S4462100	Protractor, plastic for blackboard 44cm	1	T		
S8794601	Arm Bands, Education, Cyan blue, cloth	2	T		
S4410003	Bristol paper, colored, A4, 180 gsm, pack	1	T&S		
S2687004	Duct tape, 50mm, silver	1	T		
S1993550	Users guide School in a Box Kit, English	1	T		
S1993551	Users guide School in a Box Kit, French	1	T		
S1993320	Children w/ Disability Guide SiB	1	T		
S1993323	Education Kit Feedback form, A4	1	T		
S4516510	Student's Geometry sets, Box-20	2	S	1/student	
S4460007	Pen, ball-point, black/BOX-10	8	T & S	1/student	Y
S4460005	Pen, ball-point, blue/BOX-10	8	T & S	1/student	Y
S2584000	Crayon, wax, packs of 8 colours/BOX-10x8	4	S	1/student	Y
S4520110	Eraser,soft,for pencil/BOX-20	4	S	2/student	Y
S4461002	Pencil for slates/BOX-20	2	S	1/student	Y
S4552001	Pencil sharpener, plastic/BAG-20	2	S	1/student	Y
S4460701	Pencil, HB grade, black/BOX-10	8	S	2/student	Y
S4410010	Book,exercise,A5,ruled-8mm,48 pgs/PAC-20	2	S	1/student	Y
S4410020	Book,exerciseA5,5mm-square,48 pgs/PAC-20	2	S	1/student	Y
S2555010	Scissors, safety, school, B/B,135mm/BOX-10	4	S	1/student	
S4416510	Slate,fibreboard,double-sided,A4/BOX-20	2	S	1/student	Y
S4570005	Ruler,plastic,c.30cm,set of 10	4	S	1/student	Y
S5001006	Bag,carrier,A4,interlock seal/PAC-20	2	S	1/student	Y

For emergencies, an agreed quantity of Revised School-in-a-Box Kits have been pre-positioned in Copenhagen, and Dubai.

For classes of more than 40 students, a kit has been created that contains materials for 40 students (S9935099 Extra materials for S9935098, 40 Students 2016 \*Please note that the short description is S9935098 but it is for S9935097) thus, ordering these two kits together will provide materials for 80 students.

Table 2: The contents of the Extra Materials for 9935097 School-in-a-box, 40 Students, 2016, the quantities for the teacher and per student:

Material Number	Material Description	Total Quantity	For teacher or student	Number per student	Extra Materials
S4410021	Book,exercise,A4,ruled-8mm,96 pgs/PAC-10	1	T		Y
S0544210	Register,A4,squared,80 pgs/PAC-10	1	T		Y
S2687003	Tape,adhesive,transp 1,5cm x 10m/BOX-20	2	T		Y
S4460007	Pen,ball-point,black/BOX-10	8	T & S	1/student	Y
S4460005	Pen,ball-point,blue/BOX-10	8	T & S	1/student	Y
S2584000	Crayon,wax,packs of 8 colours/BOX-10x8	4	S	1/student	Y
S4520110	Eraser,soft,for pencil/BOX-20	4	S	2/student	Y
S4461002	Pencil for slates/BOX-20	2	S	1/student	Y
S4552001	Pencil sharpener,plastic/BAG-20	2	S	1/student	Y
S4460701	Pencil,HB grade,black/BOX-10	8	S	2/student	Y
S4410010	Book,exercise,A5,ruled-8mm,48 pgs/PAC-20	2	S	1/student	Y

S4410020	Book,exerciseA5,5mm-square,48 pgs/PAC-20	2	S	1/student	Y
S2555010	Scissors,safety,school,B/B,135mm/BOX-10	4	S	1/student	Y
S4416510	Slate,fibreboard,double-sided,A4/BOX-20	2	S	1/student	Y
S4570005	Ruler,plastic,c.30cm,set of 10	4	S	1/student	Y
S5001006	Bag,carrier,A4,interlock seal/PAC-20	2	S	1/student	Y

### How to Replenish Items

The School-in-a-Box kit, 40 students, 2016 contains both consumable and non-consumable items. The consumable materials should be sufficient for approximately three months and thereafter, need to be replenished. Whenever possible, the consumable items should be replenished locally for maximum sustainability.

Upon receipt of the kits, the local UNICEF office should determine to what extent the consumable items are available locally and if not, should immediately order the items (using the material numbers in the table) that cannot be replenished locally. 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 are ordered immediately on receipt of the Revised School-in-a-Box. The non-consumable items have an expected lifetime of one year, however, it is recommended to review the need for replenishment after approximately 6 months, in case of breakage or loss. Again, whenever items are available locally, they should be procured locally for maximum sustainability.

On receipt of the replenishment kit, the contents should be transferred to the kit or distributed to the students, as required.

A replenishment kit (S9935095 Replenishment kit for S9935097 School-in-a-Box Kit, 2016 \*Please note that the short description is S9935098 but it is for S9935097) has been created to replenish the consumable items of the School-in-a-Box Kit and provides materials for 40 students and 1 teacher. The contents of the kit are given in Table 1 (in the column marked 'Replenishment item', with the same quantities as also given in Table 1).

### Ordering from Supply Division through VISION or by Procurement Services partners

The material numbers and descriptions of the 3 kits are summarised as follows:

S9935097 – School-in-a-Box 2016, 40 students & 1 teacher

S9935011 – School in a Carton 2016, 40 students & 1 teacher







S9935099 – Extra Materials for 9935097, 40 Students








S9935095 – Replenishment kit for 9935097 School-in-a-Box Kit, 2016





Individual items can also be ordered separately – select each item individually by the material number and specify the quantity required for each item. To this effect feed-back forms have been added to the kit.

Please see Annex 1 for guidelines on the use of the items.

## Annex 1 – Guidelines on the use of individual items within the kit

Picture* of the item	Item name and description
	<p><b>Bag (carrier, A4 size) with interlock seal</b></p> <p>The bags are intended to be given to the children to contain their school items. Where there are security concerns about the branding, the bags could be labelled by the students and kept in the metal box overnight.</p>
	<p><b>Clock for teaching time with Braille numbers</b></p> <p>The clock face fits in a plastic base so that the clock can stand up on a flat surface. The large and small plastic hands that can be moved by the pupils. In countries which do not use the numerals on the clock, the necessary numbers can be written on paper and stuck onto the face using the adhesive tape. The clock also has Braille numbers.</p>
	<p><b>Chalk - Coloured and White</b></p> <p>The chalk is to be used for writing on the blackboard or on the painted surface. The quantities of the white chalk and the coloured chalk are equal. Care should be taken when handling the chalk as it is soft and can break easily. Extra attention should be paid to ensure that if the chalk is broken, that smaller pieces are kept out of reach of younger children.</p>
	<p><b>Compass for Blackboard use</b></p> <p>Compass, plastic, for use on the Blackboard– to demonstrate the range of angles and to make markings with defined angles or radii.</p>
	<p><b>Crayons (wax)</b></p> <p>The crayons contain 8 different colours and should be used on paper surfaces (they should not be used on the slate or blackboard). Care should be taken when handling the crayons as they can break easily. Extra attention should be paid to ensure that if the crayons break, that smaller pieces are kept out of reach of younger children. The crayons have paper sleeves to protect the hands of children and should not be removed completely.</p>
	<p><b>Cubes</b></p> <p>The cubes are painted in assorted colours and can be used for teaching arithmetic.</p>

		<p><b>Duster/wiper for Blackboard</b> This item removes chalk markings from the blackboard or painted surface.</p>
		<p><b>Eraser for pencils</b> The erasers are to be used to remove pencil markings (not slate pencils, crayons, pens or chalk) from paper. The erasers should not be placed within reach of young children.</p>
		<p><b>Exercise Books, A5 cyan blue covers, branded with the UNICEF logo</b> 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 student whose language is written from left to right, or from right to left.</p>
		<p><b>Exercise book, A4, ruled</b> To be used by Teachers to record events, take notes or to prepare for classes.</p>
		<p><b>Register, A4, squared</b> The register is intended to record the attendance of the students on a daily basis.</p>
		<p><b>Geometry Items</b> Compass– to demonstrate the range of angles (with appropriately fitting pencil) Set Square (30-60-90 degrees) – to demonstrate the 3 angles and the respective length relationships Set Square (45-45-90 degrees) – to demonstrate the 3 angles and the respective lengths relationships Ruler 15 cm – to draw lines and measure distances</p>
		<p><b>Globe, inflatable</b> The globe needs to be blown up (by blowing into the valve) and the cap put on the valve. The globe shows continents, oceans, rivers, mountains, deserts, forests etc - political boundaries are printed in dotted lines. English language placenames are shown; continents and towns printed in black;</p>

	<p>country names in red. Two rings are provided so that the globe can be hung for demonstration purposes. A repair kit is provided.</p>
	<p><b>Marker, flipchart, colours, tip-4.5mm</b>  The markers are to be used on the posters – the ink can be removed from the surface of the poster by a damp cloth.  The markers should not be used on the blackboard.</p>
	<p><b>Metal Box with padlocks</b>  The student's materials can be given to the students and the students are responsible for their individual items. The remainder of the items, or where the items are not given to the students for security or safety reasons, can be stored in the metal box and locked 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, returns the materials back into the box and locks it.  The instructions for setting the codes on the two padlocks are given with the padlocks. Two separate padlocks are provided so that two separate people can hold the keys.</p>
	<p><b>Paint (Black blackboard)</b>  The inside lid of the metal box can be painted with blackboard paint and used as a blackboard. The blackboard paint can also be used on a smooth surface e.g. wood or on a wall. The surface should be smooth as a rough surface will consume more chalk. The surface should be washed to remove any particles and the surface completely dried before the paint is applied. The lid of the tin of blackboard paint must be closed firmly, to prevent the paint from drying out. The paint is water-based and so accidental drops and splashes can be easily removed. Two tins of paint are supplied so that a fresh coat of paint can be applied when required e.g. at the beginning of a new school year.  Paint brushes are supplied in the kit.</p>
	<p><b>Paintbrush for painting the blackboard</b>  The brush is intended for use with the blackboard paint. To extend the life of the brush, 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.</p>



**Pencil (HB grade)**

The pencils are to be used on paper surfaces with markings removable using the eraser. The pencils should not be used on the slate surface – only the slate pencils should be used on the slates.



**Pencil sharpeners**

The sharpeners are to be used to sharpen the HB pencils and colouring pencils.



**Pens (explain about sharing bet teacher and student). Lids on etc.**

Pen, ball-point, red – for the teacher  
 Pen, ball-point, black and blue – 1 black and 1 blue pen per child and the remainder are kept by the teacher for their use and for replenishment of lost or broken pens



**Posters, plasticized paper, set of three, double-sided with Braille letters and numbers**

The posters can be written on, using the marker pens provided in this kit, then wiped clean with a damp cloth and re-used as appropriate. Adhesive tape is provided for attaching the posters to a surface.

There are 3 different types of poster:

**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 a local alphabet character.

Reverse side: horizontal lines 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 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.




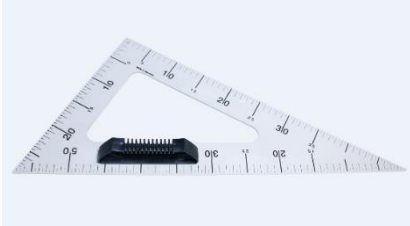
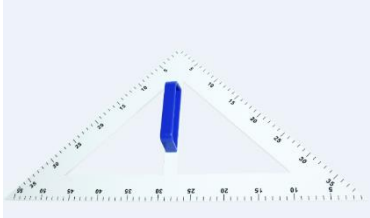


Reverse side: the world physical, showing continents, seas, rivers, mountains, but no political borders or place names. The teacher can write on the map in the local language.










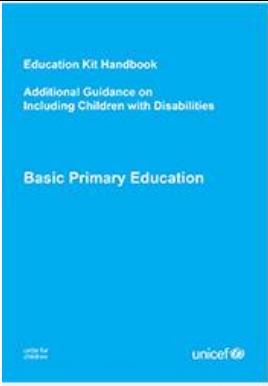
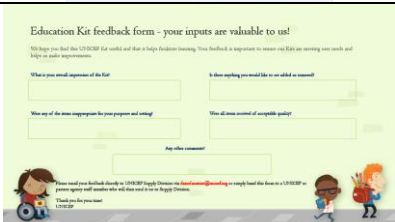
**Ruler, for Blackboard use, 100cm**

To draw extended lines and measure distances. The two parts of the ruler should be attached together. The handle gives stability when drawing lines on surfaces.



	<p><b>Ruler (plastic) c.30cm</b>  The ruler with magnifier is made of durable plastic and should be resistant to breakage. The ruler should not be bent as this will cause damage to the structure.</p>
	<p><b>Scissors, safety, school (blunt end) for the children</b>  The scissors are fitted with a protective cover made of hard plastic, which cannot be removed accidentally. They should be stored in the metal box and distributed to students when engaging in art/craft activities. Cutting is a good method to improve student's coordination and promotes their creativity however, strict supervision is required when students are using the scissors. The scissors should only be used for cutting paper.</p>
	<p><b>Scissors, all purpose, sharp, for teacher's use</b>  These scissors are sharp and should <u>not</u> be used by the students.</p>
	<p><b>Set Square, for Blackboard use, 30-60-90 degrees</b>  To demonstrate the 3 angles and the respective length relationships. The handle gives stability when drawing lines on surfaces.</p>
	<p><b>Set Square, for Blackboard use, 45-45-90 degrees</b>  To demonstrate the 3 angles and the respective length relationships. The handle gives stability when drawing lines on surfaces.</p>
	<p><b>Slates and White pencil for slates</b>  Students can use the slates as exercise books, while writing on them with slate pencils. The use of the slates for exercises that do not need to be recorded, significantly extends the life of the exercise books. The slate pencil markings can be wiped with a dry cloth to remove the markings and can be thoroughly cleaned with a wet cloth.</p>
	

	<p><b>Tape, adhesive, transparent</b> The tape can be used for a number of activities including art/craft as well as attaching the posters to a wall or paper to the posters.</p>
	<p><b>Armbands, Education, Cyan blue, cloth</b> To be applied on the arm of teachers.</p>
	<p><b>Protractor, plastic for blackboard 44cm</b> To demonstrate the angles and the respective length relationships. The handle gives stability when drawing lines on surfaces.</p>
	<p><b>Bristol paper, coloured, A4, 180 gsm, pack</b> The bristol paper can be used for a number of activities including art/craft as well as use for the walls</p>
	<p><b>Duct tape, 50mm, silver</b> The duct tape can be used for a number of activities including art/craft as well as attaching the posters to a wall or paper to the posters.</p>
	<p><b>Users guide School in a Box Kit, English</b></p>
	<p><b>Users guide School in a Box Kit, French</b></p>

	<p><b>Children w/ Disability Guide SiB</b> The purpose of this note is to provide teachers with practical ideas on how best to include children with disabilities in all their activities. It acts as a supplement to the UNICEF Education Kit Handbook.</p>
	<p><b>Education Kit Feedback form, A4</b></p>

\* Please note that pictures are for guidance only and the products may change

### Additional Supplies (Optional)

**Blackboard:** The kit does not include a 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: S4416503 - Blackboard, double sided, 1160 x 760 mm.

**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 (in multiples of 20 packs – there are 20 A5 exercise books per pack; or in multiples of 10 for the A4 size), using the correct material number. There are different rulings available (8mm ruled, 5 mm squared, French style).

Please see the web catalogue for more information: <https://supply.unicef.org/>

### Feedback and Comments

We are very interested to hear your feedback on the 3 kits and these guidelines and would very much appreciate your comments. If you have any comments/suggestions on the contents/quantities, please email us at: [daneducation@unicef.org](mailto:daneducation@unicef.org).