



MEF INTERNATIONAL SCHOOL YEARBOOK PROCEDURE

STATEMENT OF AIM

To provide a quality yearbook for the MEF International School community. MEF International School believes a school yearbook is an important way to showcase events from the school year and to capture important memories.

PROCEDURES

The development of the International School yearbook includes a collection of pictures and text to be provided by teachers and administrators. There are four main components to the yearbook.

1. **Homeroom Pages** - These pages are in the first section of the yearbook and include a class photo and individual student photos. Homeroom teachers at every grade level compose a write up to go under the class photo. The class write up can include one quote from every student, a class poem, or one favorite moment from each student.
2. **Class Life Pages** - These pages are also created by the homeroom teachers and include photos of students during different times of the year. The homeroom teachers need to be sure to take pictures of the class and need to make sure every student is represented. Class Life Pages take up two pages in the yearbook and should include 10 to 12 pictures with a short caption under each picture.
3. **Specialist Pages** - The third section is for specialists (PE, Art, Music etc.). These pages are similar to Class Life Pages and should include 10-12 photos with captions from the school year. Ideally the specialist includes photos from every class they work with.
4. **Events Pages** - include field trips, student council, room parents, and activities. These pages are created by the event leader and should follow the same format as the previous two sections with 10-12 photos and captions.
5. **Committee pages** - include PTA and student council
6. **Arts pages** - includes school performances, talent shows, and art exhibitions.

The timeline for the yearbook is very important. Teachers can begin working on their section or sections shortly after the start of the school year. All class pages, class life pages and specialists pages need to be submitted prior to spring break every year. There will only be a few pages (some sports events, field trips, and the Grade 5 exhibition) that are submitted after the deadline.

The quality of photos is very important. Photos should be taken from digital cameras of smartphones with the capability of high quality photos. If a teacher requires photos to be taken, then please arrange this with the PR coordinator during the school year.

Appendix 1

MEF IS Yearbook Layout

Page	Who/What	Comments
1	Front Cover	
2 -3	Photo of the School	
4 5 6	Plain page Front Cover repeated Plain page	
7	Dr. Arikan Photo & Blurb	
8	General Manager Photo & Blurb	
9	Head of School Photo & Blurb	
10	Primary Principal Photo & Blurb	
11	Secondary Principal Photo & Blurb	
12	Primary Deputy Principal and PYP Coordinator Photos	
13	Secondary Deputy and IBDP Coordinator	
14	School Counselors	
15	Administrative Assistants	
16	ECC Homeroom Teachers	
17	Primary Homeroom Teachers	
18	Primary Specialist Teachers	
19	Primary Student Support Team	
20	Secondary Math & Science Teachers	
21	Secondary English & Humanities Teachers	
22	Secondary MFL & Group 6	
23	Secondary Student Support Team	
24	Custodians	
25-26	Student Council - Primary School	
27-28	Student Council - Secondary School	

29 30 31-32	Pre School Individual Photos Pre School Class Photo Class Life	
33 34 35-36	Pre K Individual Photos Pre K Class Photo Class Life	
37 38 39-40	KA Individual Photos KA Class Photo Class Life	
41 42 43-44	KB Individual Photos KB Class Photo Class Life	
45 46 47-48	G1A Individual Photos G1A Class Photo Class Life	
49 50 51-52	G1B Individual Photos G1B Class Photo Class Life	
53 54 55-56	G2A Individual Photos G2A Class Photo Class Life	
57 58 59-60	G2B Individual Photos G2B Class Photo Class Life	
61 62 63-64	G3A Individual Photos G3A Class Photo Class Life	
65 66 67-68	G3B Individual Photos G3B Class Photo Class Life	
69 70 71-72	G4A Individual Photos G4A Class Photo Class Life	
73 74 75-76	G4B Individual Photos G4B Class Photo Class Life	
77 78 79-80	G5A Individual Photos G5A Class Photo Class Life	
81 82 83-84	G5B Individual Photos G5B Class Photo Class Life	

85 86 87-88	G6A Individual Photos G6A Class Photo Class Life	
89 90 91-92	G6B Individual Photos G6B Class Photo Class Life	
93 94 95-96	G7A Individual Photos G7A Class Photo Class Life	
97 98 99-100	G7B Individual Photos G7B Class Photo Class Life	
100 101 102-103	G8A Individual Photos G8A Class Photo Class Life	
104 105 106-107	G8B Individual Photos G8B Class Photo Class Life	
108 109 110-111	G9A Individual Photos G9A Class Photo Class Life	
112 113 114-115	G9B Individual Photos G9B Class Photo Class Life	
116 117 118-119	G10A Individual Photos G10A Class Photo Class Life	
120 121 122-123	G10B Individual Photos G10B Class Photo Class Life	
124 125 126-127	G11A Individual Photos G11A Class Photo Class Life	
128 129 130-131	G11B Individual Photos G11B Class Photo Class Life	
132 133-134	G12 Class Photo Class Life	
135	Graduation Cover Page	
136-150	G12 Graduating students	

151	Primary Turkish Language & Culture	
152	Primary French	
153	Primary Spanish	
154-155	Primary Art	
156-157	Primary Music	
158-159	Primary PE	
160	Primary ICT	
161	Primary Student Support Team	
162	Primary ELL	
163-164	MEF IS Library	
165-166	Secondary Humanities	
167-168	Secondary French	
169-170	Secondary Spanish	
171	Secondary Host Country Studies	
172	Secondary TOK	
173-174	Secondary English/Turkish	
175-176	Secondary Science	
177-178	Secondary Mathematics	
179-180	Secondary Music	
181-182	Secondary PE	
183-184	Secondary Art	
185	IT & Computer Science	
186	Secondary Student Support Team	
187	Committees	
188	PTA	
189-190	ECC Events	
191-192	Primary Events	
193-194	Grade 5 Exhibition	

195-196	Primary After School Activities	
197-198	Clubs Pre School - Grade 5	
199-200	Secondary Events	
201-202	Secondary Clubs Grade 6-12	
203-204	Secondary Sports	
205-206	Memories Lined Pages x2	
207	Inside back cover	
208	Inside back cover	
	Back Cover	

Document History		
Date	Details	Responsible
October 2015	Policy created	Figen Sonmez
May 2022	Policy modified	Brett Warfield
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