

Christmas box making: guidance for supervisors

Donations: Keep money donations for the appeal and hand them to the House of Opportunity van driver on collection day or you can make other arrangements with rich.parsons@houseofopportunity.org

Making up the Christmas boxes – enabling your pupils to make up boxes in a consistent way

1. Read the “How to make a Christmas box” process guide

2. Now set out the “making” room

It’s best to put donated items for boxes together by type. Each box the children make has to fall into an age/sex category so pre-sorting items into age groups (4-6 or 7-10) will help the children as they choose items.

Have tables set up where the children, in pairs or threes, can fill their boxes. Each table will need:

- Category & Contents labels:
<https://houseofopportunity.org/wp-content/uploads/2023/03/Customs-label-OWN-PRINT-2023-A4-HOP.pdf>
<https://houseofopportunity.org/what-we-do/christmas-box-appeal/christmas-box-schools/>
- Pens
- Elastic bands
- A copy of the “How to make a Christmas box” process guide

3. Brief the children before they start using the “How to make a...”

Give the children the chance to read the guide and ask questions.

4. Make sure the children choose a variety of items to put in their boxes

It’s tempting to fill them with just sweets and toys... It is better to have fewer boxes that are high quality rather than lots of boxes that are half-empty.

5. Double-check where possible that boxes are correctly labelled

Thank you!