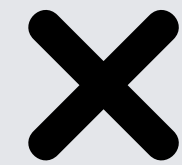


School Team Picture Template

Connecting Faces to Names

A customizable template for creating
a welcoming visual display of **your**
school team



Purpose



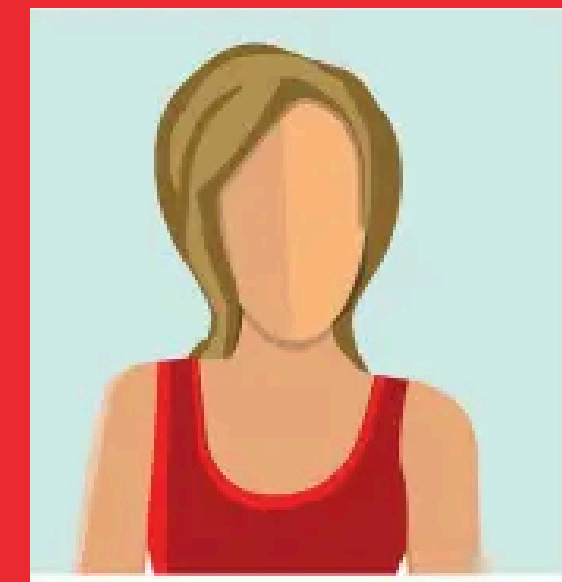
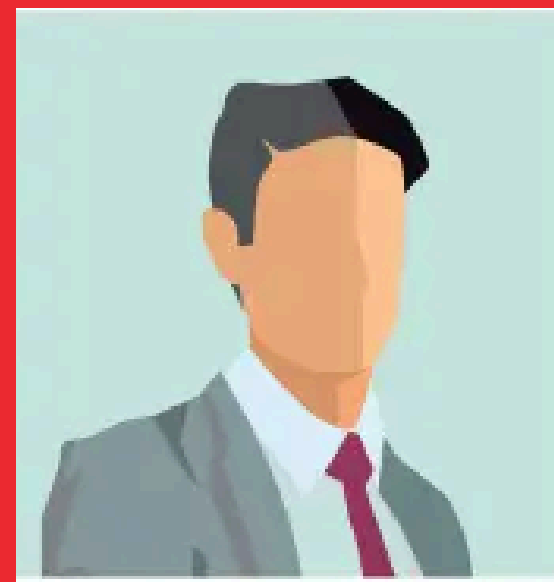
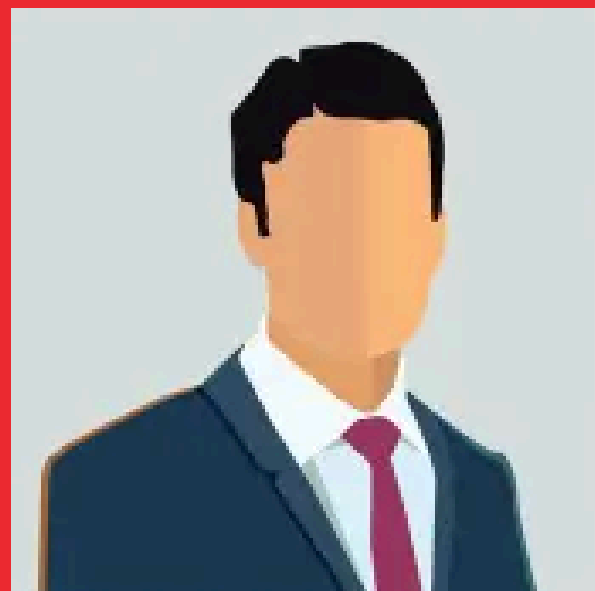
This template is designed to help your school create a professional yet welcoming display of your school team. Displaying photos and information about staff members helps:

1. Create a welcoming environment for families and visitors
2. Help new families identify key staff members
3. Build connections between families and school personnel
4. Make the school feel more approachable and personal
5. Reduce anxiety for families who may experience discomfort in educational settings

Design Options



"Gallery Grid"



Name

Name

Name

Name

Role

Role

Role

Role

Design Options



“Circular Profile Format”



Name



Name



Name



Name



Name

Role

Role

Role

Role

Role

Design Options



“Departmental Groupings”

Administration



Name

Name

Name

Name

Name

Name

Role

Role

Role

Role

Role

Role

Information to Include



For each staff member, consider including:

Essential Information

- Clear, recent photo
 - (professional but friendly)
- Full name
- Role/position
- Grade level or department (if applicable)

Optional Additional Information

- Email or contact information
- Office/classroom location
- Languages spoken
- Brief welcome message

Interactive Elements

- QR code linking to staff bio on school website
- "Fun fact" about each staff member- appropriate to each level (elementary, middle, high)
- Favorite book or educational quote
- Professional goals or teaching philosophy (1-2 sentences)

Optional information

- Years at the school
- Educational background (briefly)
- Professional expertise/specialties

Information to Include



Design Considerations

Visual Elements:

- Use school colors for borders, backgrounds, and text
- Include school logo and mascot in the header or as a watermark
- Ensure text is large enough to read from a comfortable distance
- Use consistent photo sizes and high-quality images
- Consider using consistent, neutral backgrounds for photos

Placement

- Position in a high-traffic, easily visible area
- Keep at eye level for adults
- Ensure adequate lighting
- Consider placing near main entrance or front office

Language Considerations

- Include translations of titles/roles in languages commonly spoken by families
- Consider bilingual headings if your school serves multilingual families

Information to Include



Implementation Tips

Photo Session Planning

- Schedule a professional photographer for consistent quality
- Establish a dress code (professional but approachable)
- Use the same background for all photos
- Consider both individual photos and team photos
- Have makeup sessions for new staff or those absent

Updating Process

- Create a digital file that can be easily modified
- Plan for annual updates at minimum
- Establish a system for updating when staff changes occur
- Consider laminating individual photos for easy replacement

Physical Display Options

- Framed poster-sized print
- Individual frames for each photo
- Bulletin board with printed photos
- Banner or vinyl print for durability
- Digital screen display

Family Engagement Connections



The school team picture display can be part of a broader family engagement strategy that the WVFEC can help you create:

Flexible Resources

Broad Awareness & Initial Exposure

- Reference the display during family orientation sessions
- Include a miniature version in welcome packets
- Mention in school newsletters or family communications

Immersive Integration

- Use as a reference during parent-teacher conferences
- Incorporate into school tour routes