



Pop-Up Newsroom Pack

The Media Literacy Champions Programme is delivered by The Student View, funded by EMIF and delivered in partnership with Bellingcat, Demos and the PSHE Association. Visit thestudentview.org for more info.

bellingcat DEMOS

PSHE
Association

European **MEDIA AND
INFORMATION** Fund
Managed by
Calouste Gulbenkian Foundation

Contents

3	Introduction
4-5	Setting up a Pop-Up Newsroom
6	Pop-Up Newsroom Roles
7-16	Worksheets
7-10	— The Five W's
11-13	— Creating a Storyboard
14-16	— Making a Podcast
17-18	Pop-Up Newsroom Posters



Hello there!

So, you picked up this Pop-Up Newsroom Pack from The Student View and now you're wondering what it's all about? Well, picture this: you've set up a Pop-Up Newsroom, and now your classroom is filled to the brim with student journalists who are buzzing with creativity and telling the stories that matter to them.

Our resources will help you to create a Pop-Up Newsroom in your school and empower your students to craft meaningful news stories whilst learning vital media literacy skills. We'll help you walk students through the process of creating stories - from podcasts to editorial and filmmaking.

When students are empowered to tell the stories that interest them - whether that's local sports, music discoveries, political issues, or their love for waffles - they build a stronger voice in society. What's more, engaging in news writing fosters communication, critical thinking, empathy, critical reading, imagination, and creativity.

On the following pages, you will find three worksheets: The Five Ws, Creating a Storyboard and Making a Podcast. Use these to get your students started in creating different types of news stories. You can print them off from the resource (we've also got black and white printer friendly versions) or you can get your students to copy the instructions onto paper or in their textbooks. Easy!



Setting up a Pop-Up Newsroom

Ready to begin? Here's how you can kickstart your Pop-Up Newsroom.



Media Literacy Champions Training

The Student View, PSHE Association and Bellingcat can provide you with training to become a Media Literacy Champion. You can join a free teacher training webinar or book The Student View to provide training at your school. Our training will help you understand media literacy, open-source research, and how to apply your skills in school. Get in touch with us on info@thestudentview.org or visit thestudentview.org for more information.



Engage Your Students

Talk to your students about the benefits of writing about the news, like developing their communication skills and getting better at writing, reading, listening, and speaking. News writing encourages students to think critically and analyse information. They will learn about the reliability of sources, assess different perspectives, and form well-supported opinions based on evidence, fact checking and research so they can critically evaluate the media that they absorb on a daily basis.



Assemble a News Team!

Get recruiting students from across the school! Spread the word through school announcements, put up the posters in this pack or do a shout out in an assembly. Once you've got a group of passionate students who are interested in journalism, writing, reporting and media literacy - get ready to make some news! evaluate the media that they absorb on a daily basis.



Define the Purpose of Your Pop-Up Newsroom

Determine the objectives of your student Pop-Up Newsroom. Are you aiming to enhance writing skills, develop critical thinking, or encourage student engagement? Do you want it to be just for fun? Or do you want to do all the above? Establishing clear goals will help guide how you plan your activities.

Setting up a Pop-Up Newsroom



Gather Resources

Work out what equipment and materials you need. This may include computers, cameras, recording equipment, writing materials, and access to creative software such as Photoshop. If you don't have IT equipment, good-old fashioned pen and paper will also do the trick.



Identify Roles and Responsibilities

Give students a role they can make their own! Here are some ideas:

- Editor-In-Chief
- News Editor
- Features Editor
- Sports Editor
- Arts & Culture Editor
- Photography Editor
- Layout and Design Editor
- Copy Editor

Not sure what these names mean? Don't worry! We'll explain them on the next page.



Establish a Schedule

To make things run smoothly, create a regular meeting schedule for the Pop-Up Newsroom team. Whether it's once a week or during a specific lesson or afterschool, consistency is key to progress and engagement. Use the posters we've got in this guide to let the students know when you regularly meet.



Set Up a Workspace

Find a dedicated space within the school where the Pop-Up Newsroom team can gather, collaborate, and work on their stories. Use the posters we've got in this guide to let the students know where you regularly meet.

Newsroom Roles

Want to give your students ownership? Give them a role to take charge of. Here are some ideas - use a few, rotate them termly, or build your News Team gradually as you go. (name badges optional, but highly recommended).

Editor-in-Chief:

The editor-in-chief is responsible for overseeing the entire newspaper production process. They coordinate and lead the Pop-Up Newsroom team, make final editorial decisions, and ensure the newspaper's quality and coherence.

Reporter:

A reporter is a journalist whose primary role is to investigate, gather and report accurate news stories to the public. They can work for newspapers, television networks, radio stations, online news websites, and more. They might cover topics such as sports, arts and culture, science, local events, entertainment and human interest stories.

News Editor:

The news editor selects news stories and assigns them to reporters. They also conduct interviews, fact-check information, and ensure that the news is relevant and accurate.

Feature Editor:

The feature editor oversees the newspaper's feature articles. A features editor typically writes in-depth articles, investigations, interviews, human interest stories, profiles, and other long-form stories. They assign feature stories to writers, develop story ideas, conduct research, and ensure that the feature section is engaging and informative.

Photography Editor:

The photography editor selects and edits photographs for publication. They work with photographers to ensure high-quality visuals that complement written content.

Layout and Design Editor:

The layout and design editor is responsible for the visual presentation of the newspaper. They create appealing layouts, design graphics, select fonts, and ensure a consistent and visually appealing aesthetic.

Copy Editor:

The copy editor reviews and edits articles for grammar, spelling, punctuation, and style. They ensure accuracy, clarity, and consistency in writing throughout the newspaper.



The Five W's

The “Five W’s” is a concept used in journalism, investigation, and research to identify and address essential information about a topic or event. They represent five key questions that help gather comprehensive information.

By addressing each of the Five W’s, journalists, investigators and writers can provide a well-rounded and informative account of the topic they are covering.



WHO?

“Who” refers to the people, groups or individuals involved in the topic being discussed. These are usually the key people who are central to the story.

WHAT?

“What” focuses on the specific action, event, or topic that you are writing about. To put it simply - what’s happening? Thinking about ‘what’ will help you determine the nature, details, or description of what occurred.

WHEN?

“When” addresses the time that the story takes place. This will help determine the timeline of the story. It can refer to the past, present or future, and give context as to why the story is relevant.

WHERE?

“Where” considers the location(s) or place(s) where events took place and how these may be relevant to the story.

WHY?

“Why” explores the reasons, motivations, or causes behind the story. Asking “why” helps us to understand the purpose, intention, or factors that led to something happening.

Media Literacy

champions

Name:	
Class:	
Teacher:	



Use this space for your research, notes, and drawings:

Who:	What:	Where:	When:	Why:

Creating a storyboard

A storyboard is a visual tool used in various creative industries like film, animation, advertising, and video game development. Its purpose is to plan and visualise the sequence of events in a story. It consists of a series of illustrated panels or frames that show important moments, actions, and scenes in the order they occur.

When making a documentary or video, using a storyboard is a helpful way to plan the structure of what you're filming and how it might look.

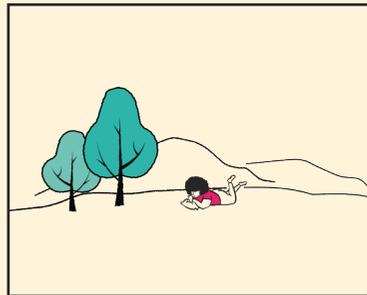
You can use different types of camera shots to depict key moments. The director (you!) will rely on the storyboard to guide both yourself and the production crew during filming.

When sketching the storyboard, choose camera shots that you believe will work best for each scene. We've included some examples of shot types below to get you started. Even if you're creating content for social media, you can vary your shots to make your video more visually appealing to the audience.

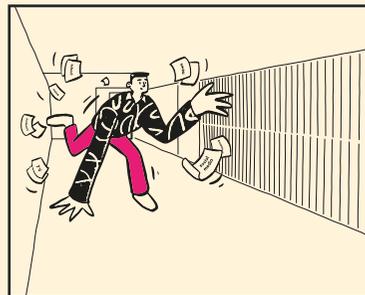


Top tip: transition from close up to extreme to create emphasis.

Types of shot:



Wide shot



Long shot



Mid-shot



Close-up



Extreme Close-up

Sketch out your storyboard, using the dotted lines to write down what happens in each scene:

1

Tip: Use this circle to number your shot.



Shot type: **Mid-shot**

Luca is in the hallway at school, he's making a video call to a friend - talking into his phone and waving. We can't hear what Luca is saying but upbeat music is playing in the background.

Shot type:

Shot type:

Shot type:

Shot type:

Shot type:

○

Shot type:

.....

.....

.....

Making a Podcast

A podcast is an audio program that you can listen to on your computer, phone, or other device. It's like a radio show, but instead of tuning in at a specific time, you can listen to it whenever you want. Podcasts cover all sorts of topics, from news and politics to entertainment, sports, and education. Many podcasts are hosted by experts in their field or by people

who are passionate about a particular subject. You're going to prepare your own podcast - you'll define your target audience (who you want your listeners to be), decide on a theme and develop a format for your show.

Below are some of the types of news podcast, and some ideas for different formats:



Educational:

Educational podcasts aim to teach you something new. They cover a wide range of subjects, such as history, science, psychology, language learning, personal development, and more, providing informative and engaging content.

News and Current Affairs:

These podcasts keep you up to date with the latest happenings in the world. They cover news stories, analyze current events, and provide in-depth discussions on various topics like politics, economics, technology, and global affairs.

Interview:

Interview podcasts feature hosts engaging in conversations with interesting individuals. These guests could be experts, celebrities, entrepreneurs, or people with unique experiences. The host asks questions and the guests share their ideas, stories, and expertise.

Monologue:

A simple format. It is just you, talking into the microphone, about a subject you are interested in... easy! You will still need a script and notes so you keep talking about your subject and don't go too off topic.

Storytelling / Investigative:

Pick a news story, investigate it and tell it. This kind of podcast needs some serious research so you will need to get your story and facts right. You can do this in a group or panel or on your own.



Microbulletins
Between 1-5 mins on one or multiple topics



News Round-ups
These can be multiple stories: 6-15mins



Deep Dives
These explore one topic in depth: 20 mins or more

Media Literacy

champions

Name:

Class:

Teacher:



Use this space for your research, notes, and drawings:

What's your podcast about? What themes and topics will it cover?	What will you call it? Write down some ideas for podcast names here!	Are you going to interview anyone? If so, who?	What questions will you ask? What issues will you discuss?	What equipment will you need? Where will you record your podcast?



Scripting your podcast:

Podcast Name:	
Podcast Theme:	

Introduction (Script / Notes)	Speakers/guests

Section One (Script / Notes)	Speakers/guests

Section Two (Script / Notes)	Speakers/guests

Outro / Summary (Script / Notes)	Speakers/guests

Media Literacy

champions

We're taking a stand against misinformation!

Your school's Media Literacy Champion is:



Scan for details:



The Media Literacy Champions Programme is delivered by The Student View, funded by EMIF and delivered in partnership with Bellingcat, Demos and the PSHE Association. Visit thestudentview.org for more info.

bellingcat DEMOS

PSHE
Association

European MEDIA AND
INFORMATION Fund
Managed by
Catoase Galbenkian Foundation

Media Literacy

champions

Want your story to make the news? Join a Pop-Up Newsroom

Talk to your school's Media Literacy Champion:



Scan for details:

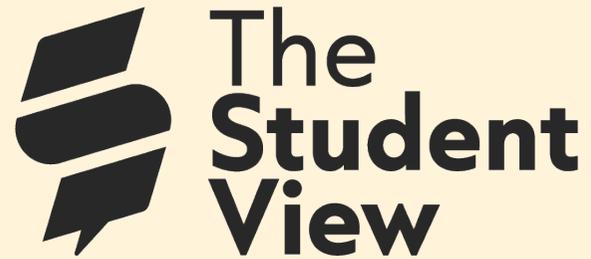


The Media Literacy Champions Programme is delivered by The Student View, funded by EMIF and delivered in partnership with Bellingcat, Demos and the PSHE Association. Visit thestudentview.org for more info.

bellingcat DEMOS

PSHE
Association

European MEDIA AND
INFORMATION Fund
Managed by
Catoase Galbenkian Foundation



The Media Literacy Champions Programme is delivered by The Student View, funded by EMIF and delivered in partnership with Bellingcat, Demos and the PSHE Association. Visit thestudentview.org for more info.

bellingcat DEMOS

PSHE
Association

European **MEDIA AND
INFORMATION** Fund
Managed by
Calouste Gulbenkian Foundation