

# Digimap for Schools

## Letter to our School

Locating your school using a postcode

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Geography teaching resource

Primary



This is one of a series of teaching resources for use with Digimap for Schools. For more details about this service, visit <http://digimapforschools.edina.ac.uk>

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## Digimap for Schools Geography Resources

These resources are a guide for teachers to demonstrate to the whole class or direct individual students as appropriate. Each activity has several ideas within it that you can tailor to suit your class and pupils. Some resources contain worksheets for direct distribution to pupils.

**Title: Letter to our School**

Level	Context	Location
Primary	Locating your school using a postcode	Any school

Knowledge	Locating places. Understanding purpose of map in showing 'where'. Using postcode searches. Adding labels. Creating and printing maps.
Curriculum links (England)	Locating and describing places, using appropriate geographical vocabulary.
Curriculum links (Wales)	Knowledge and Understanding of the World: Make simple maps; find where places are and how places relate to other places.
Scottish Curriculum for Excellence	Social Studies Outcomes: People, Place and Environment: 0-07a, 1-14a

### Activity

Understanding that addresses carry information about where places are and knowing how a postcode can be used to locate a place on a map by searching for, and locating, your school.

### Introduction

The term 'postcode', refers to postal codes used in the United Kingdom. These are alphanumeric, being a mix of letters and numbers. A full postcode is known as a 'postcode unit' and usually links to a limited number of addresses or a single large delivery point. Anywhere in the country that can receive mail should have a postcode; places without letter delivery points, such as car parks for example, will not have one.

*The Digimap for Schools gazetteer contains all 250,000 place names shown on the Ordnance Survey OS Landranger Map paper maps (1:50 000 scale). This includes cities, towns, villages, mountains, farms, lakes and lochs. The gazetteer does not contain building or street names, so if you cannot find the place you are looking for, try searching for the closest town or large village instead.*

You might want to use some aerial and oblique aerial views, using photographs or Google Maps™, to familiarise the children with the school setting first, if the pupils have not previously undertaken this kind of activity.

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## Main activity


Show pupils a letter addressed to the school and discuss the postcode. Has anyone seen or heard of a postcode before? Why do we use postcodes? Explain that postcodes help Royal Mail to sort and deliver the post more easily and because most people know their postcode it is an easy way to find somewhere on a map.

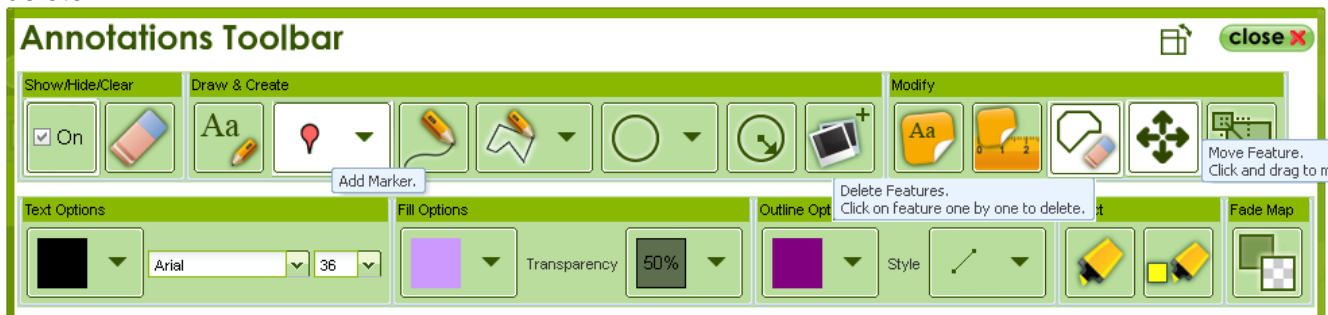
## Tasks

1. Open Digimap for Schools on an interactive whiteboard (IWB). Show the fully zoomed out view of the British Isles and parts of Western Europe and ask if anyone can point to where their school is. Discuss how difficult it is because it is such a vast area to search. Introduce the search bar and enter the school postcode (don't forget the space in the postcode).



2. Digimap for Schools will open a map using 1:10 000 scale mapping centered on the postcode, so your school should be in the middle. Zoom in at least one level using the + on the scale bar. You will now be looking at the OS MasterMap® for your school area. Click on this symbol  to open the map up on the screen and make it smaller again.


3. Add a marker to the school location. Press  to open the Annotation toolbar, look in the 'Draw and 'Create' section and choose the red pin. Click on the map where you want the marker to be. If you make a mistake, select the eraser in the modify section and then click on the marker you wish to delete.

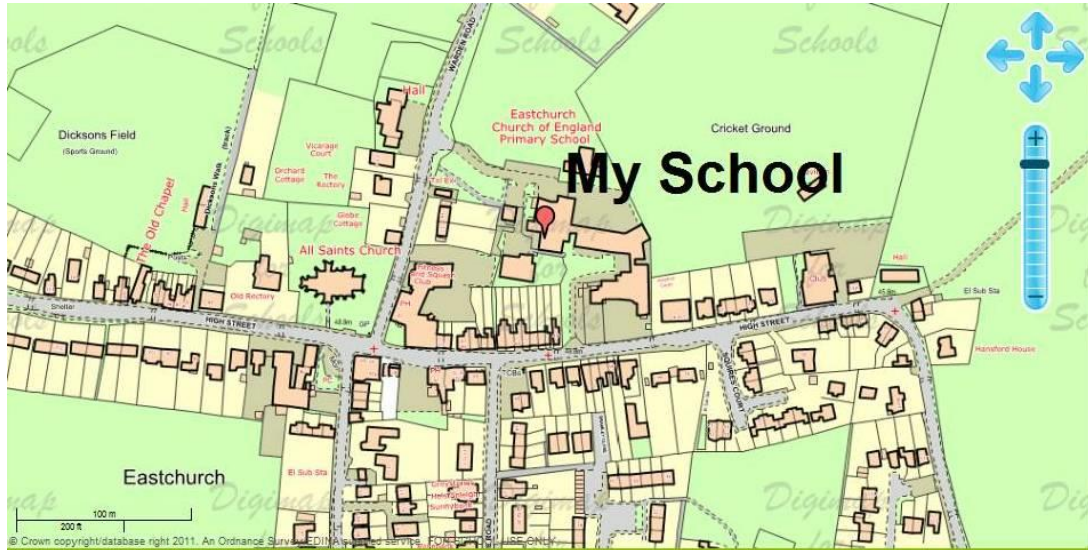



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4. When the marker is in place, click on  in the 'Modify' section and click the marker. A text box will open up where you can add the name of your school.

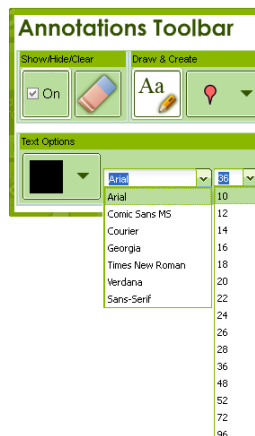


5. If you want to move the label and pin, click  and then move the marker to drag it into a new position.

*This may be as far as some younger pupils will be able to go in one session. Others might be able to carry on and add more detail.*

6. Zoom in as far as the map will allow and identify outdoor playing areas and other features of the school. Use the Annotation tools again to mark and label identified features. Experiment with using different symbols, and before adding the text change the size, typeface and colour. If you have a lot of

annotations on a map choose  to fade the background map and help the new information to stand out.

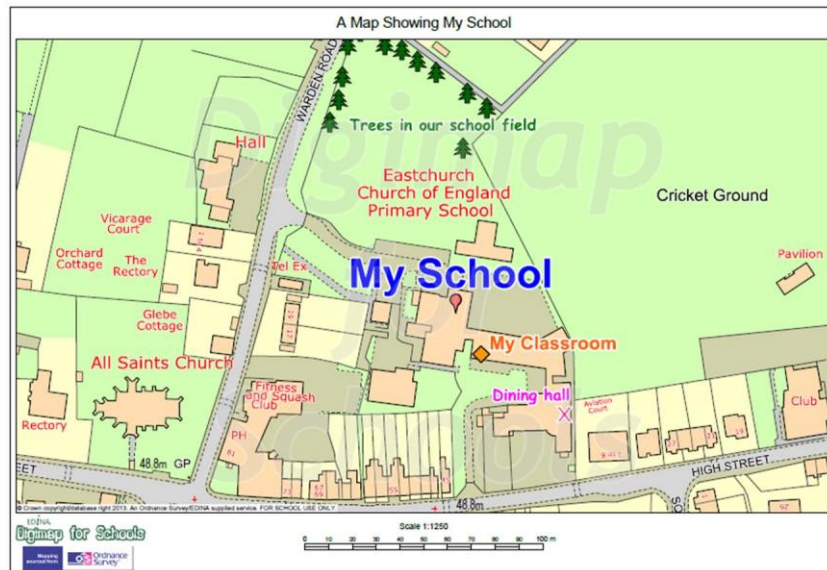


Allow plenty of time for pupils to explore and play with these features.

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7. If you want to keep the map give it a title and save it to a folder.



## Taking it further

- Discuss what happens when you zoom in and out of the map. Try zooming out as far as you can and talk about whereabouts your school is in Great Britain.
- Take printed copies of a saved map outside to explore the school grounds. Look for features shown on the map and find new ones that can be added. Use a compass outside to find the direction of North and add this to the map. Use this kind of practice to help pupils realise how maps are aligned to show the direction of North, South, East and West.
- Collect, investigate and map local postcodes.
- Ask pupils to find out their address and postcode as a homework activity.

## Web links – Information about postcodes

[http://en.wikipedia.org/wiki/Postcodes\\_in\\_the\\_United\\_Kingdom](http://en.wikipedia.org/wiki/Postcodes_in_the_United_Kingdom)

Royal mail Postcode finder <http://www.royalmail.com/find-a-postcode>

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