PO253 OO/HO VILLAGE SCHOOL

INSTRUCTIONS

PLEASE - PAY ATTENTION

Read through the instructions and familiarise yourself with the kit components before you start any building.

You must follow these step by step instructions carefully to make this wonderfully detailed kit.

Kit components.

CHECK LIST This kit pack should contain the following:

1 x SHEET A - Folded sheet with Main hall walls etc.
1 x SHEET B - Front gable building, steps etc.
1 x SHEET C - Roof sections.
1 x GLAZING SHEET.
1 x PLAIN GREY CARD with inner strengthening pieces.
1 x RIDGE TILE SHEET.
1 x INSTRUCTION BOOKLET (This one).

Tools to build this kit.

To build this kit you will need a few basic tools:

1. A modellers knife.
2. A cutting surface - A cutting mat or a sheet of thick card will do.
3. A sharp pair of scissors
4. A steel ruler.
5. Fine point tweezers.
6. Something to clamp surfaces together, Buldog clips are good for this job.
6. METCALFE Ultra Fine Tip Glue Bottles (see below).

Glue.

We recommend using a combination of two types of glue: **Speed Bond** and **Roket Card Glue**.
Both are made by Deluxe Materials - www.deluxematerials.com

Roket Card Glue is an instant and fast drying glue, great for where you need stuff to stay just where you place it.
Supplied with its own fine tip applicator.
Speed Bond is slightly slower drying, ideal for where a little positioning is required as you build.

Ultra Fine Tip Glue Applicators.

An absolute 'must' when building this kit. When used with Speed Bond perfect amounts of glue can be applied to very precise areas without any mess.

Speed Bond in an applicator was used to build most of this kit.

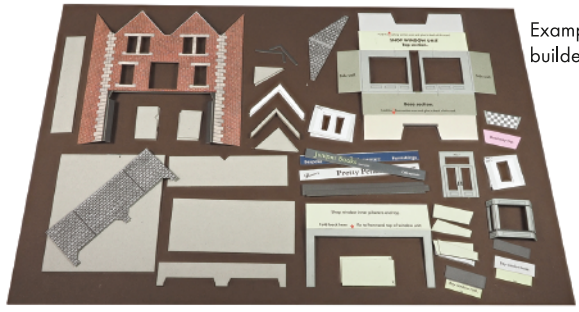
A METCALFE product supplied in packs of 3
Product code MT907
Glue not included

Extracting components from base sheets.

To stop the components falling off the base sheets, they are held secure with score lines (marked with blue arrows) that cut about 75% of the way through the card.
To release them run the point of your knife along these score lines and they will come seamlessly away.
WARNING, Cut with care to reduce the risk of the blade running out of the score and cutting the component.

Make your builders yard.

As you extract the components from the base sheets they need to be kept away from your working area on a thick piece of card or a tray until needed.



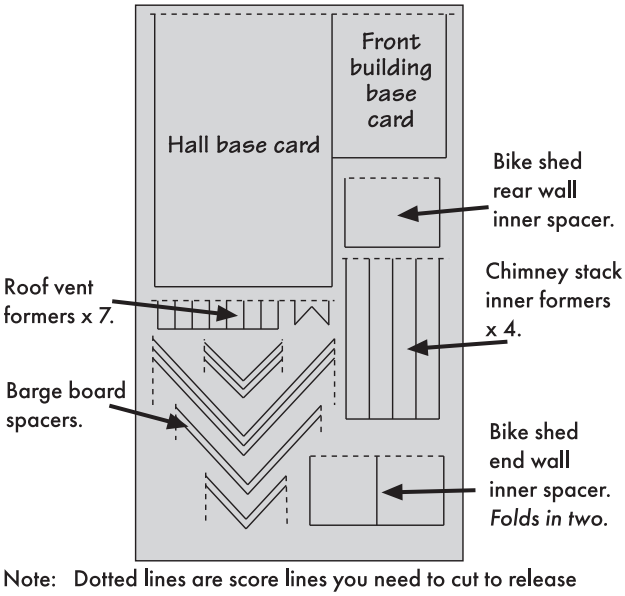
Example of builders yard.

Extract all the components from the printed SHEET A and the Grey card B. Place neatly in your builders yard as shown here.
DON'T throw away the waste card bits yet, you will need them for minor patching and strengthening later.

Also carefully cut out all the glazing pieces and place safely in a corner of the builders yard.
Make sure you cut then accurately along the outer white lines indicated.

Thick Grey Card Sheet.

The sheet of grey card contains components that fit inside the kit to help strengthen it and hold it in shape.
Here is what they are used for:



Note: Dotted lines are score lines you need to cut to release components from base sheet.

Fig. 1. MAIN HALL OUTER WALLS.

The main hall is made up with two outer wall sections that fold around the grey base card.
Start by folding over the yellow tabs and gluing to the back of the outer walls.

This large yellow tab overhangs the edge of the wall so it can be fixed to the other half of the building

Three yellow base tabs fold completely over and glue.

This yellow tab overhangs slightly on the end so that it can be attached to the other half of the building.

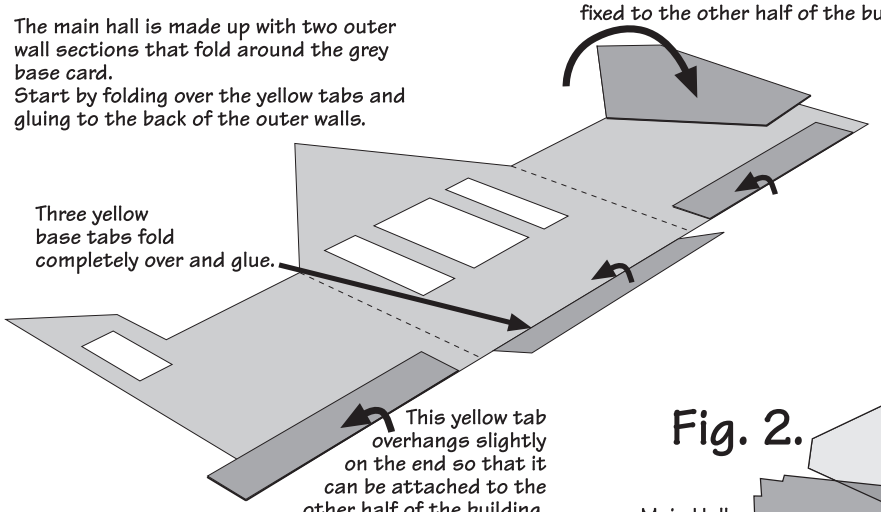


Fig. 2.

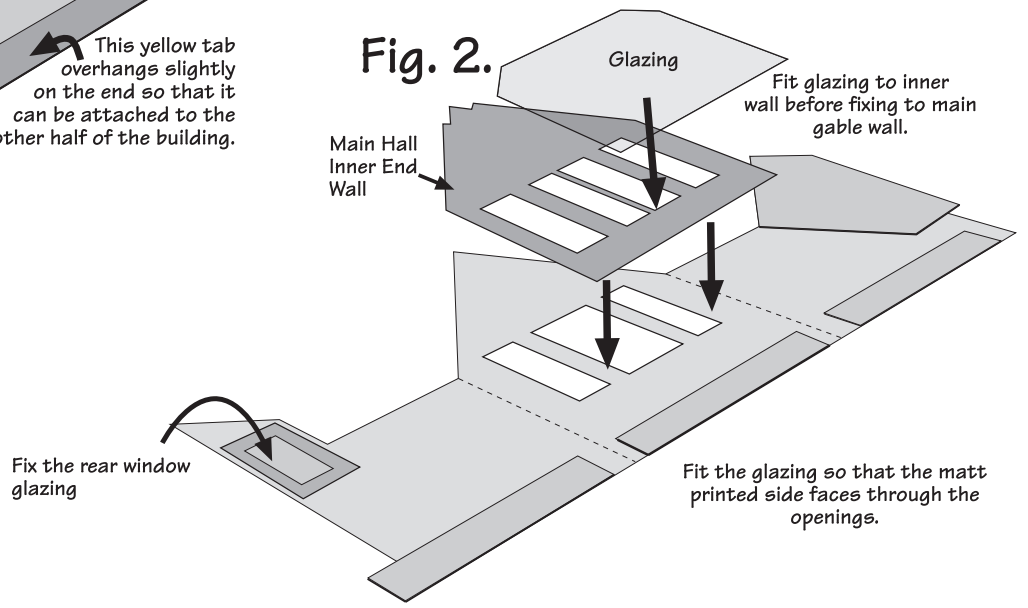


Fig. 3.

Fix the glazing to the back of the MAIN HALL INNER END WALL
There are two of these, both identical.
Then fix to the gable wall so it faces through the three window openings centered all round.

The top edges of the inner and outer walls should both line up flush.

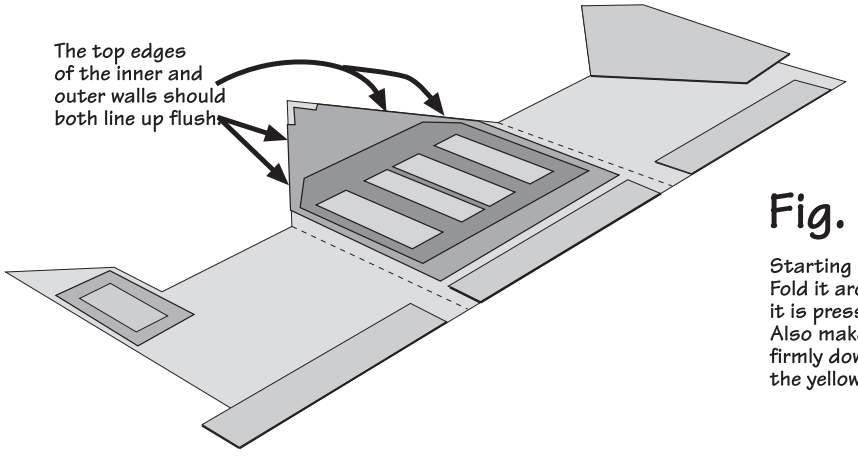


Fig. 4. FIX WALLS TO GREY BASE CARD.

Starting with the right hand wall.
Fold it around the grey card making sure that it is pressed firmly against the edges.
Also make sure that the grey card is sitting firmly down on top of the yellow tabs.

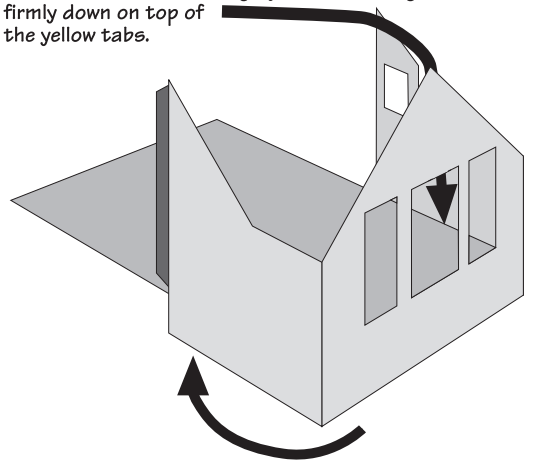
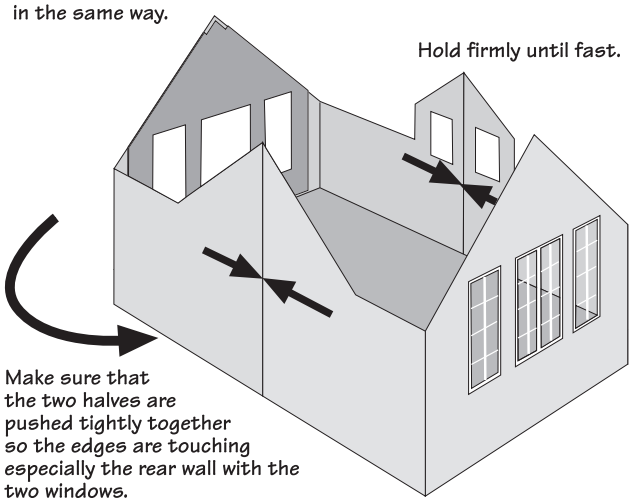


Fig. 5. ATTACH OTHER HALF OF MAIN HALL.

Next, fix the other half of the hall walls in the same way.

Hold firmly until fast.

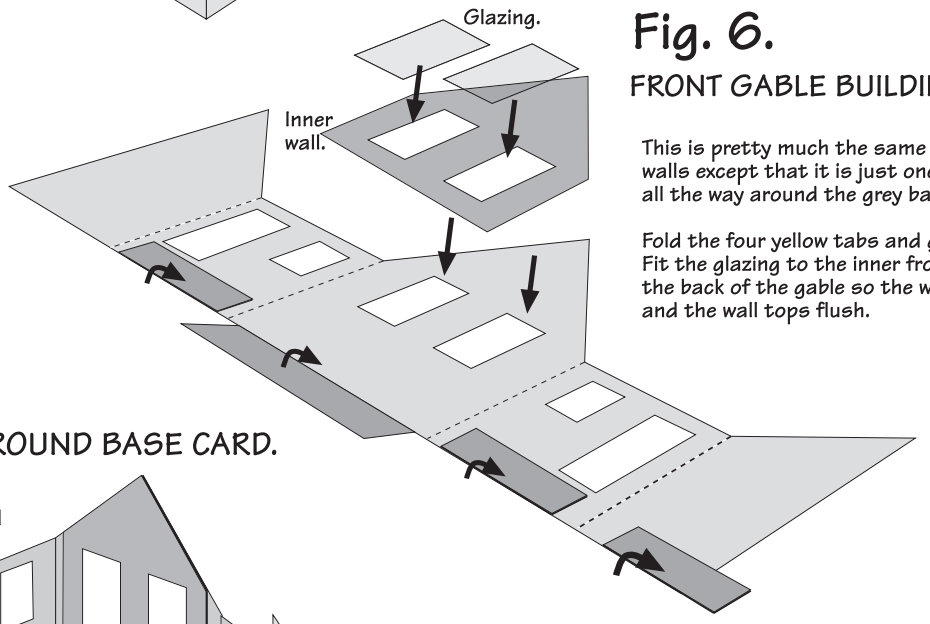


Make sure that the two halves are pushed tightly together so the edges are touching especially the rear wall with the two windows.

NOTE:
THERE IS A YELLOW
'MAIN HALL JOINER' ON SHEET A
This is a mistake - throw it away!

Fig. 6.

FRONT GABLE BUILDING.



This is pretty much the same as the main hall walls except that it is just one unit that wraps all the way around the grey base card.

Fold the four yellow tabs and glue to back of walls. Fit the glazing to the inner front wall and fix to the back of the gable so the windows are centred and the wall tops flush.

Fig. 7.

FOLD WALLS AROUND BASE CARD.

Fold the walls around the grey base card.

The grey card should be sitting firmly down on top of the yellow tabs.

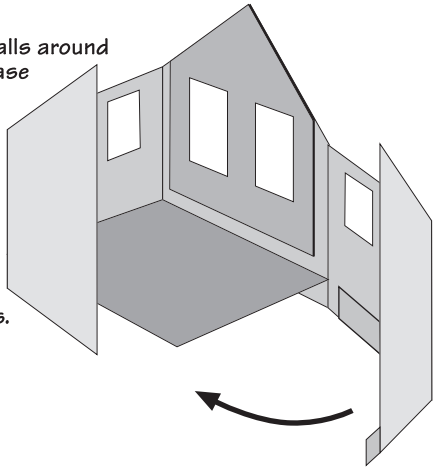
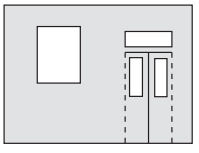


Fig. 8. ATTACH FRONT BUILDING TO MAIN HALL.

Stand the two buildings on a flat surface and line up the two inner walls and glue firmly together.

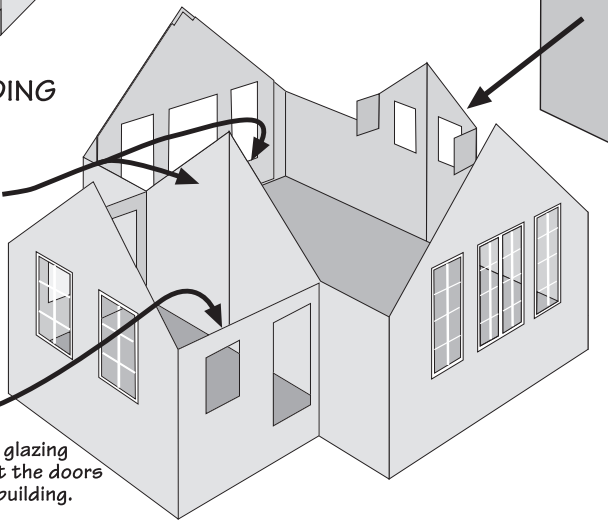
Next, attach the glazing to the two inner side walls with the doors.
The doors are cut and creased so that they can be opened. If you want the doors open, then use the two individual glazing pieces, otherwise it is much easier to simply fix a piece of plain unprinted plastic over the whole door. The window over the door has no printed glazing, just cut a plain piece of plastic.



After the glazing is fast, fit the doors in to the building.

REAR GABLED WALL.

Side tabs folded at rightangles.

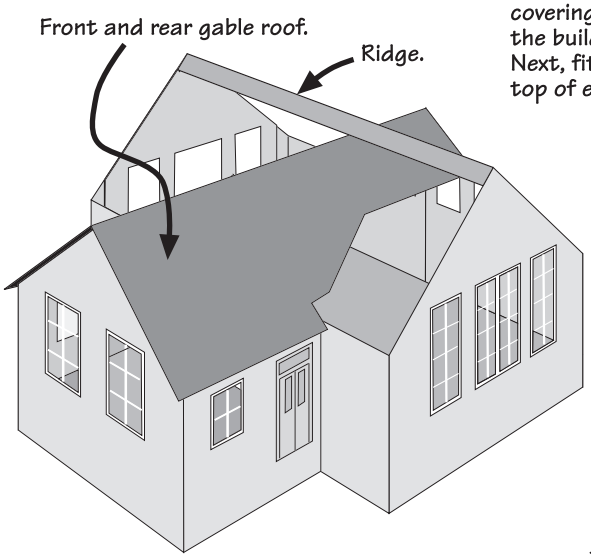


This fits over the joint on the back wall of the main hall.
The two side tabs fold in at right angles, there is no need to fix these to anything.
Make sure the top edges and windows line up.

Fig. 9. ROOF SECTIONS.

There are three roof sections that fit over each other to cover the whole building.
Start with the 'front and rear gable roof'. This fits through the building covering both front and rear gables. It should overhang at the front of the building and fit flush up to the edges of the rear gable.
Next, fit the hall roof ridge strengthener. This fits in the slots at the top of each gable wall, then fit the main hall roof over the top.

Finish off by attaching the rear gable roof.



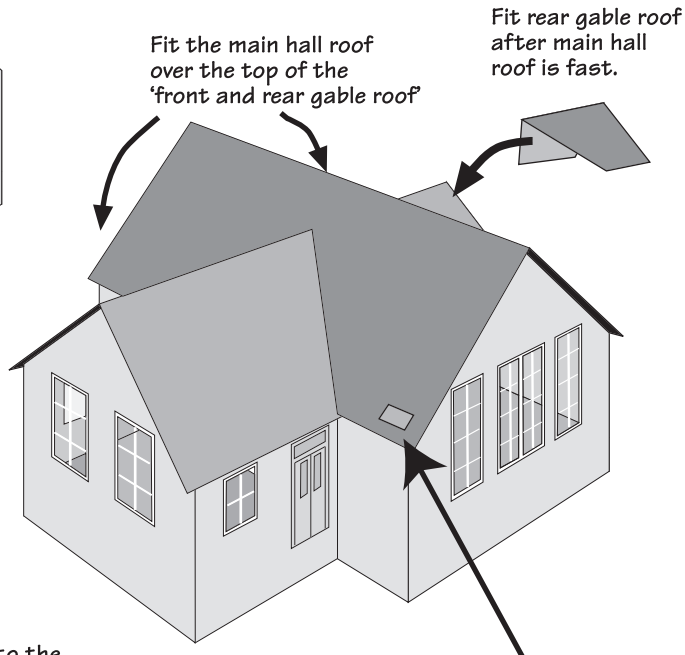
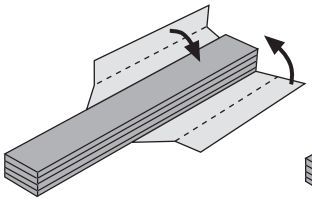
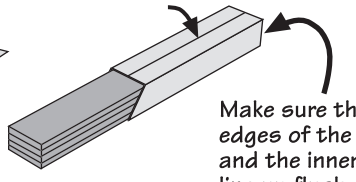


Fig. 10. CHIMNEY.

There is just one tall chimney that slots in to the hole on the main roof.

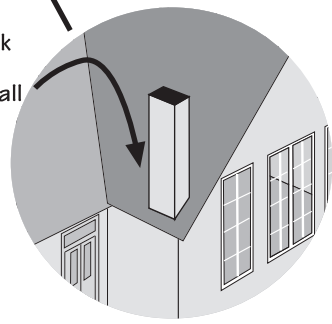


Glue the 4 grey card strips together to form a solid block.
Then wrap the chimney around so the two ends meet firmly together.



Make sure the top edges of the chimney and the inner block all line up flush.

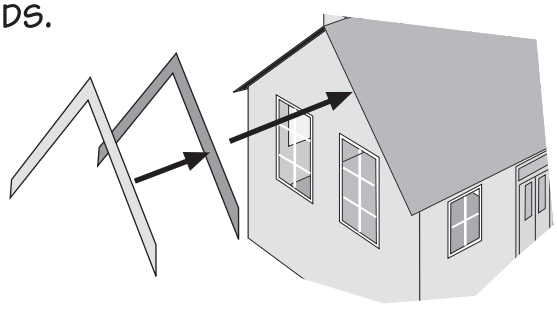
The chimney stack then slots down inside the main hall through the hole in the roof.



See back page for chimney pots.

Fig. 11. BARGE BOARDS.

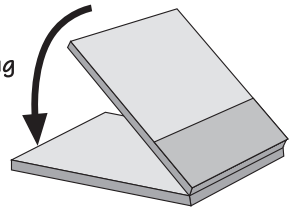
Fit the grey spacer first up against the gable wall and the underside of the overhanging roof.
Then fit the bargeboard on to the spacer
A pair of tweezers will make this job a lot easier.



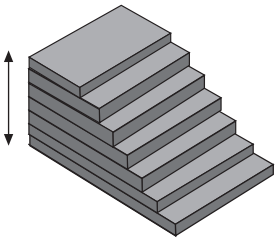
If you want to space the bargeboards out a little more, you can add strips of grey card on to the spacer, or even substitute the card spacers with matchsticks.

Fig. 12. STEPS.

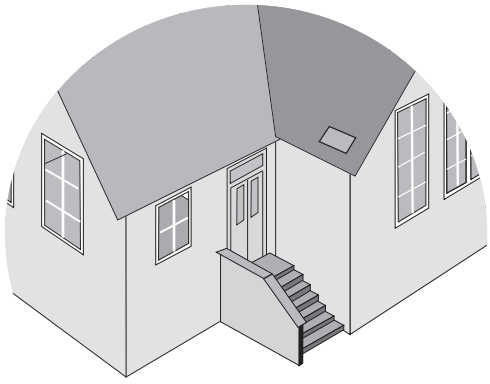
Fold on centre score and glue back to back.



There are two set of steps, each consisting of seven steps. Each step folds in two to make it double thickness.



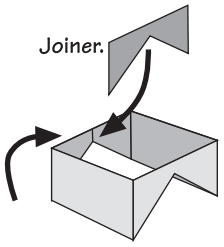
Starting with step 1 at the bottom and ending with step 7 at the top, glue them together to form a solid block lined up vertically at the back and sides.



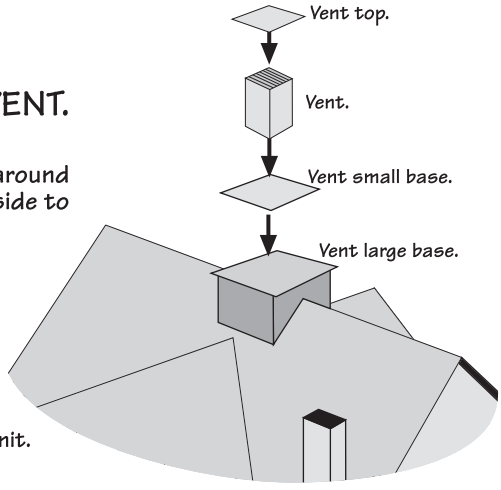
Fit the steps into the corner of the building, then fold the wall to make double sided and fit it against the steps. Finish off with the wall cap stones cut to length and stuck on.

Fig. 13. ROOF VENT.

Fold the roof vent lower unit around and fix the grey vent joiner inside to hold the two halves together.

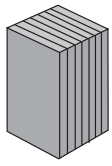


Hold tight till fast.

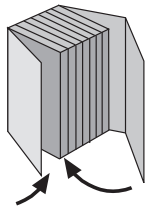


When fitting the lower unit to the roof, it can be a bit springy, so hold down tightly until it is fast.

THE VENT.



There are 7 small thick grey card pieced that glue together to form a solid block



The roof vent wraps around the inner block of grey cards.

The printed vent top is located on the back page, for you to cut out and make up.

Fit the ridge tile strips to give the building the finishing touches.

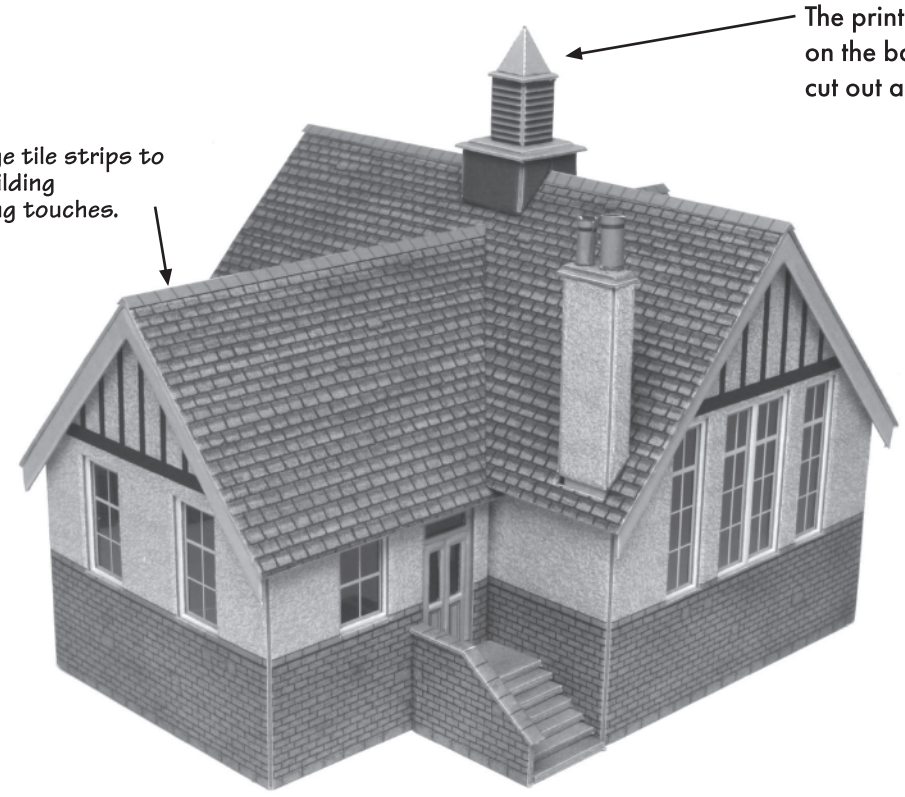
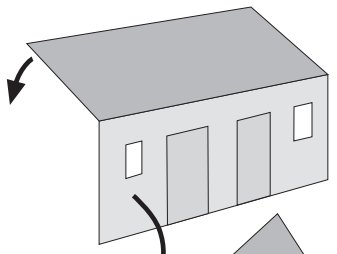


Fig. 14. OUTBUILDING.

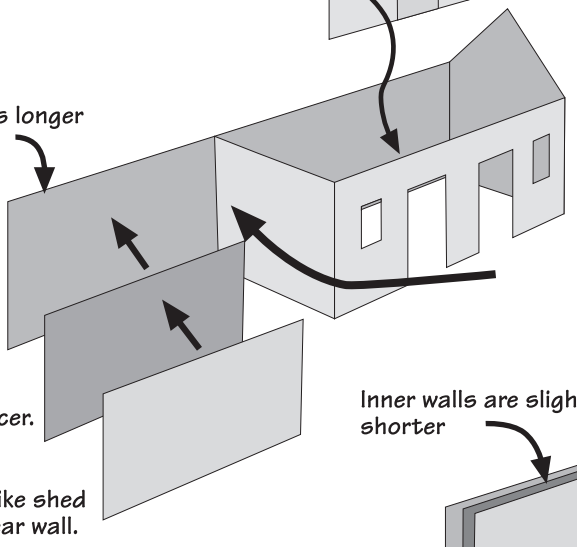
This is a small building with toilets/storage and an open section which can be for bicycle storage etc. (when I was at school this was also used for sports equipment storage).



Inner wall with toilet doors

Fold the top grey section to a rightangle so that it holds the side walls of the main building in place.

Fit the glazing before attaching to main wall.

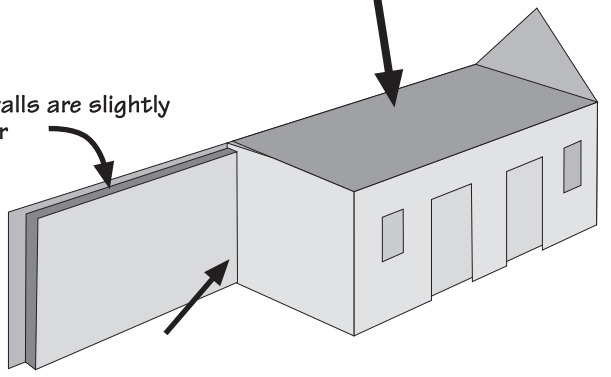


The back wall is longer

The main walls of the building fold around with the inner section with the doors attached to the back of the front wall.
The top grey section of the inner acts as a brace to hold the building square.

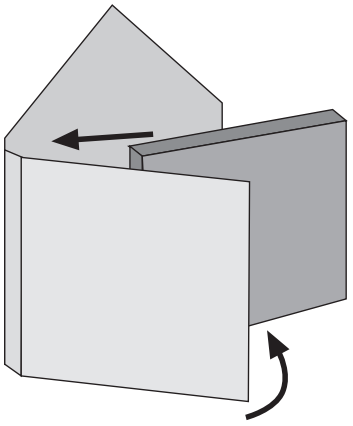
Bike shed rear wall spacer.

Bike shed rear wall.



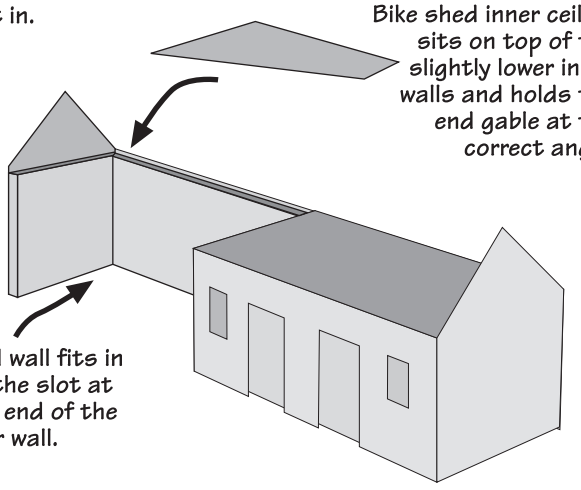
Inner walls are slightly shorter

Fix the spacer and rear wall on to the back wall, pushed up to the inner gable so that there is a slot at this end for the outer gable wall to sit in.



Fold the end wall inner spacer in two and fold the outer gable wall around it.

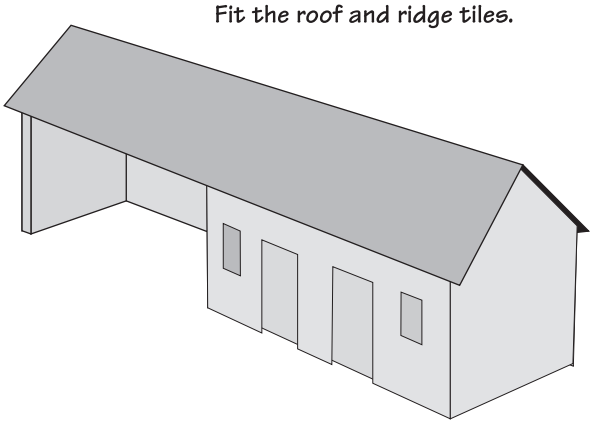
Make sure it is inserted the right way up so that the top edges of the inner wall are the same height.



Bike shed inner ceiling sits on top of the slightly lower inner walls and holds the end gable at the correct angle.

End wall fits in to the slot at the end of the rear wall.

Fit the roof and ridge tiles.



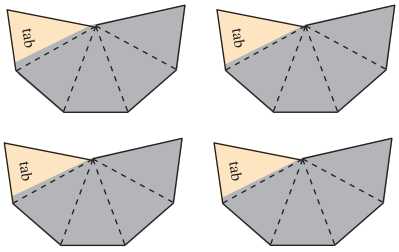
FOOTNOTE

I attended this little school in the Yorkshire Dales many years ago. It was there that teacher Miss Roberts first identified my ability to make virtually anything from paper or card, and christened me 'The Cardboard King' She was a great judge of character.
Nick Metcalfe.

I have dedicated this little kit to her memory:

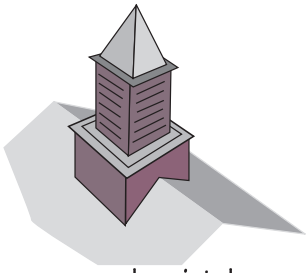
Marjory Roberts. M.B.E
Head Teacher of Airton Primary School
1958 to its closure in 1974.

See the history of the school at www.kirkbymalham.info/



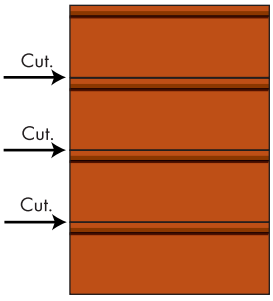
VENT TOP.

Cut out the vent and score and fold the dotted lines.
Fold around and glue the tab inside to form a pyramid shape.
Fit on top of the ventilator.
There are four vent tops in case you make mistakes.

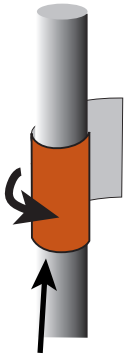


CHIMNEY POTS

Cut out the terracotta coloured strips bellow and roll each one tightly around a metal rod to form a cylindrical shape.
Drill bits, nails or even knitting needles can be used for this job. It needs to be 3 or 4mm. in diameter for 00 scale.



There are a couple of spares here. But if you need more they can be downloaded from our web site www.metcalfemodels.com



Then roll the strip of pre curled paper around the metal rod.

Roll up tight and keep rolling until the paper is fully curled around.

Then unroll the end back out just enough to smear with a little glue, then roll back up and hold tight until the glue has set.

Keep edges straight.

Mount the pots on to the chimney capping stones before fixing to the main chimney stacks.