# Form B: Training courses/events for Schools Newsletter

The newsletters are for communication with all schools; they will go to all subscribing schools, governors and members of the Education Directorate, every two weeks, on Wednesday afternoons, during term time. The notes below will help you to submit a request for the inclusion of training or an event in the Cambridgeshire Schools Newsletter, and will give guidance on the correct formatting.

Please note that, based on our research into the interaction rates with courses listed on the newsletter, we are no longer advocating longer descriptions of courses/events. All listings should adhere to the format below or will be returned for amendment.

**Newsletter timetable**

Please complete a separate form for each news item. The newsletter is fortnightly and the deadline for each issue is the Friday before an issue is published the following Wednesday. For example, Friday 14th June deadline for issue on Wednesday 19th June.

**Training courses/events** will be listed in the training and events section at the end of each issue. You may advertise up to **three** courses/events in total per issue.

Courses will not be relisted unless requested for future weeks.

Listings in this section will comprise of:

* Course Title (include hyperlink to your booking page)
* Target audience
* Date and time (Please include date in the following format: Day of the week/date/time using 24 hr clock.)

**Example: Monday 15 June 2019, 09:00 to 17:00**

* Course location
* Course Cost

**Please note: Course flyers will no longer be accepted.**

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| **Name of author:** | **Contact telephone number:** |

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| **Approved by Line Manager (local authority staff) or local authority `partner’ (external organisations):**  **Name and date:** |

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| **Preferred issue date** |  |
| Please note that this form is for the submission of suggested copy to the Cambridgeshire Schools Newsletter **only** as the two authorities have now decoupled.  If you would like to submit an item for the Peterborough Schools Newsletter please contact [pccschoolsnews@peterborough.gov.uk](mailto:pccschoolsnews@peterborough.gov.uk) | | |

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| **Text for training courses or events.** Please use the following format:  Course Title (include hyperlink to your booking page). Target audience. Date and time (as in example below). Course location. Course Cost.  A correctly submitted training item will look like this:  [An Introduction to the KS3 Young Leaders Award](http://www.abyyt.com/events?utm_medium=email&utm_source=govdelivery)  For Secondary Headteachers & Teachers. Thursday 21 October 2021, 16:00 – 17:30. Online Webinar. Free.  (the course title will be a link to further information / how to book)  Please check your links before submission |

Please send this form to [cambsschools.news@cambridgeshire.gov.uk](mailto:cambsschools.news@cambridgeshire.gov.uk)

Thank you.

[Schools Newsletter Team](mailto:miriam.baron@cambridgeshire.gov.uk)