



Proof Reading of Documentation at Danes Hill

The following documents need to be checked thoroughly before being sent out.

1. Letters, clarion calls and emails
2. Weekly newsletter
3. Termly round up
4. School calendar
5. Other documentation
6. The Website

It is the responsibility of various members of staff to proof read all documentation going to parents at Danes Hill. Proof readers should edit the documents where necessary and return to the author in order to correct. It is easier to print off the documents and correct as a hard copy. All documentation coming from Bevendean should be checked by the Head of Bevendean.

All documentation should have the Danes Hill logo which can be found in the L drive. The fonts used in material should be 'Bliss 2 Light' and 'Trajan (pro)'

1. Letters, clarion calls and emails

These documents should all be sent to the Deputy Headmaster to be checked. They may be sent via email or as a hard copy. The Deputy Headmaster will proof read the document, correct it and then send it to the Headmaster to be checked. Letters will then be sent back to the author in order to correct and send out via reception. Letters must be given to the Deputy Headmaster at least 48 hours in advance of the date that they need to be sent out.

2. Weekly newsletter

The Head of Marketing will complete the newsletter at 400pm on a Wednesday. The newsletter will need to be checked on a Wednesday night / Thursday morning to ensure it is ready for WDM to read and approve on a Thursday afternoon at 4pm. The Head of Marketing will print out the newsletter and place a hard copy in pigeon holes of the proof readers. The Proof Readers will make amendments and hand it back to the Head of Marketing by 200pm on a Thursday. The Head of Marketing will then give a corrected copy of the newsletter to the Headmaster on a Thursday at 400pm. The Headmaster will return the Newsletter to the Head of Marketing by 9.00am on a Friday morning. The Newsletter will be sent to parents on Friday afternoon via email.

Proof Readers for the Weekly Newsletter will be

The Director of Studies

Mrs A. Borley

Mrs V. Whitwam

3. Termly Round Up

The Head of Marketing will print out the magazine and place a hard copy in the pigeon holes of the proof readers. A copy will also be placed in the staff workroom for all members of staff to

read and feed-back comments to the Head of Marketing. Once the proof readers have completed the proof reading they will send any corrections back to the Head of Marketing in order to correct the newsletter. The Head of Marketing will give a copy to the Headmaster for a final check. Proof Readers for the Termly Round Up will be

Mrs A. Borley

Mrs V. Walcot

Mrs V. Whitwam

4. The Calendar

The Deputy Headmaster will print out the calendar a week before the calendar meeting. A meeting will be held with the Head of Boys and Girls Games in order to make sure all fixtures are correct. The calendar will then be placed in the staff workroom for all members of staff to read and feed-back comments to the Deputy Headmaster. A Calendar meeting will then take place in order to proof read the calendar. The following members of staff must attend the calendar meeting.

Deputy Headmaster

Director of Studies

Heads of Section

S. Anderson

Head of Music

Head of Drama

Heads of Sport

Director of Activities

Head of PSHE

Head of Catering

Once corrections are completed a hard copy of the Calendar will be given to the Heads of Section who will check it and sign it off for a final check before it is sent to the Deputy Headmaster.

5. Other documentation (such as teatime concerts/production programmes/information evening material/cross country booklets etc.)

These should be checked by the Heads of Section.

6. The Website

The website should be checked by Mandy Davies. When a new article is written for the website (Head of Marketing/Librarian), the person who enters that article should inform Mandy Davies who will then proof read the article. Mandy will check the whole website once a week and will then email the Headmaster and the Deputy Headmaster on a Friday afternoon in order to confirm that this has been completed.

RMA

Date of policy: 25 January 2019

To be reviewed: Feb 2020