# 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 Peterborough 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 preceding Thursday before an issue is published the following Thursday. For example, Thursday 18th September is the deadline for issue on Thursday 26th September. The dates for the newsletter and submission dates can be found on our learn together website [here](https://learntogether.peterborough.gov.uk/peterborough-school-improvement/peterborough-schools-newsletter).

**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 7th October 2024, 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** |  |

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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 17th October 2024, 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 PCCschoolsnews@peterborough.gov.uk

If you have training event you wish to be submitted to the Cambridgeshire School Newsletter please contact them at Cambsschools.news@cambridgeshire.gov.uk

Thank you.

Schools Newsletter Team