

School Mailing Contents and Distribution: September 2009

Item	Notes / Headteacher copy colour	Head Primary	Head Secondary	Head (SMMA)	Chair Pack Pale Yellow	Clerk Pack Mauve	Treasurer Pink	Board / Other Pale Yellow
INTERNAL								
Headteachers Bulletin	A3 Pale Yellow	✓	✓	2				✓
Chairs Bulletin	A3 Blue				✓			
Clerks Bulletin & membership form	A3 Lilac, A4 Liliac					✓		
RE Bulletin	A4 Bright Yellow	✓	✓	✓				
Book Reviews	A4 Bright Orange	✓	✓	✓				
Governor Autumn Training Programme	A4 Blue	✓	✓	✓		✓		
Booking Form	A4 White	✓	✓	✓		✓		
NQT Events Programme	A4 White	✓	✓	✓				
NQT Event Flyer	A4 Ivory	✓	✓	✓				
Newsletter	Colour book	✓	✓	✓	✓			✓
Phone List	A3 Salmon	✓	✓	✓				
Contact List	A4 White	✓	✓	✓				
Godly Play Development Day	A4 Pale Green	✓		✓				
Godly Play introductory Course	A5 White	✓		✓				
School Worship Calendar	A4 Pink	✓	✓	✓				
Schools Recruitment service - DCSF	A4 colour	✓	✓	✓				
Capital Bids Form	A3 Folded White	✓	✓	✓	✓	✓		
SEF	A4 White	✓	✓	✓				
Ofsted Course Flyer	A4 Salmon	✓	✓	✓				
Ofsted Instructions sheet	A4 White	✓	✓	✓	✓			
EXTERNAL								
CD	CD in hard case	✓						
Book Flyer	A5 White	✓						
RE Today	A4 White & Pink Stapled	✓		✓				
NATRE Flyer	A5 Colour	✓		✓				