**Please note:**

* The newsletter is sent every Monday during term time only.
* Completed forms need to be sent to [schoolscommunication@essex.gov.uk](mailto:schoolscommunication@essex.gov.uk) by **10am** on the Thursday before whichever Monday you would like your article included.
* Articles with time sensitive information will take priority, so articles may be pushed back to the following week if necessary. It will therefore not always be the case that something you request will necessarily be in the next edition.

If you would also like to share your article in the monthly EYFS Practitioner newsletter, on the EYFS Facebook page, on ECC LinkedIn or send a targeted eCampaign, please complete the [online form](https://forms.office.com/Pages/ResponsePage.aspx?id=TzK0qFwVFUKg8X7YzJqZLzqENK7cJCdCuce6HaJGxYZUQTc4UTVSOFdDVjNGVURSUUFZMzVON1laUy4u).

When completing this form, please ensure the following to avoid delay in your article being published:

* Your article adheres to the [corporate content guidelines](https://intranet.essex.gov.uk/Pages/accessible_documents.aspx)
* Maximum of **75 words**
* Further information is available on a website if necessary and that you include the links to the appropriate page of that website in this form
* You have received approval from your line manager

If necessary, articles will be edited to meet the above requirements. Contributors will receive a copy of the newsletter once it has been sent out.

|  |  |
| --- | --- |
| **Article title** |  |
| **Audience** | Early Years, Primary Schools, Secondary Schools *(please delete those not required)* |
| **Article Text (including links to webpage / contact details)**  **Maximum 75 words** |  |