



## **Communications timeline for schools joining Ebor Academy Trust from start of new academic year (September 2016)**

**Note: all actions subject to agreement with HT/governors**

- New school logos agreed with HT/governors: either completely new or adaptations of existing: by end June 2016
- Ebor/school to agree on use of new logo on uniform (as applicable and subject to separate agreement)
- Half-day photo session of school in action (subject to discussion on new uniform, see above), so as to have a bank of relevant pictures for website/prospectus/display use: by end May 2016
- Preparation of new prospectus, based on current template: by end of summer term. (Printed copies for each school and also as downloadable pdf on website)
- If applicable (subject to HT/governors' decision) preparation of new website: [www.\(schoolname\).ebor.academy](http://www.(schoolname).ebor.academy) which will run in parallel with existing domain, based on new template: during summer holiday and to go live from first day of term, September 2016. All content from existing site to transfer across and designated member(s) of school staff trained to handle day-to-day updates.
- Email addresses: as above/in liaison with Vital
- Integration with Ebor Academy Trust website: to go live under 'Academy Profiles' from first day of term, September 2016
- Exterior signage: TM to audit existing signage at same time as taking photographs of school at work. Photoshopped visuals agreed with HT/governors before going into production: by end June 2016 (new signs erected as soon as practicable at start of new term)
- Reception signage: as above
- Provision of water bottles/PE kits/drawstring bags: numbers/sizes to be agreed before end of summer term.

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