

# GREENSHEETS

& [www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk)

## ADVERTISING RATES/TERMS 2010/2011

### CATEGORIES

#### Secondary Education

Headships  
Leadership Scale  
Other Posts by subject

#### Middle School Education

Headships  
Leadership Scale  
Other Posts by subject

#### Primary Education including Nursery

Headships  
Leadership Scale  
Other Posts by area:  
Bracknell Forest  
Buckinghamshire  
Hampshire  
Hillingdon  
Independent  
Oxfordshire  
Reading  
Slough  
Surrey  
West Berkshire  
Windsor & Maidenhead  
Wokingham  
Other Areas

#### Special Education

Headships  
Leadership Scale  
Other Posts

#### Non-teaching Vacancies (separate supplement)

Administration  
Caretaking & Cleaning  
Catering  
Early Years Professionals  
Miscellaneous  
Support Staff

#### Miscellaneous

#### LEA Posts

**NOTE: Schools outside our circulation area and Independent schools are welcome to advertise vacancies in Greensheets.**

### How to advertise

Send your copy by:

**E-mail to** [greensheets@spikepublications.co.uk](mailto:greensheets@spikepublications.co.uk)

**Fax on** 01488 657890, or

**Post to** SPIKE Publications, PO Box 7627, Hungerford, Berkshire RG17 9YS

Make cheques payable to Spike Publications.

**Copy/ Corrections/ Cancellation deadline: 3pm Thursday** for the following week's issue.

### Rates

Advertisements appear in the printed bulletin (see [www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk) for circulation details), and on the website, for one low fee. PDF copies of the bulletin are also emailed to subscribers weekly.

### Lineage

**There is a flat rate fee which covers a header** (i.e. school name, address, phone number, fax or mobile number, and e-mail), **plus an additional 85 words** (post title and closing date in bold type).

**The fee: £39.50** – for 1 week

**£61.50** – for 2 consecutive weeks (same text)

**£22** – each additional consecutive week (same text)

**Extra words – 30p** per word per week

### Boxed display advertisements

**Display Size 1:** (portrait/landscape) 1 week **£80** – 2 weeks (same text) **£128\*** (each additional consecutive week **£48\*** – same text)

**Display Size 2:** 1 week **£100** – 2 weeks (same text) **£159\*** (each additional consecutive week **£59\*** – same text)

**Display Size 3:** (portrait/landscape) 1 week **£126** – 2 weeks (same text) **£200\*** (each additional consecutive week **£74\*** – same text)

**Display Size 4:** 1 week **£140** – 2 weeks (same text) **£224\*** (each additional consecutive week **£84\*** – same text)

**Display Size 5:** 1 week **£187** – 2 weeks (same text) **£318\*** (each additional consecutive week **£131\*** – same text)

**Display Size 6:** 1 week **£250** – 2 weeks (same text) **£437\*** (each additional consecutive week **£187\*** – same text)

**\* Book your advertisement for two or more consecutive weeks and it will remain on our website until your closing date** (maximum six weeks).

Adverts count as consecutive if they appear either side of a week in which we do not publish (i.e. term breaks). Specify lineage, or the display size number, and number of weeks required.

Logos etc. can be included in display advertisements. Please send via e-mail in .jpg, .gif or .png format. Alternatively, sharply printed specimens (not a fax) can be supplied for scanning. A charge of £6 will be added to your invoice for each scan, after which the image will be kept on file for future use. Print ready artwork should be supplied to the correct box display dimensions in .pdf format.

**Documents (e.g. application forms/ job descriptions) supplied for upload to the website incur a charge of £8 per document.**

Prices for non-standard design/logos/artwork will be quoted on an individual basis. The above rates apply to schools, LEAs etc. Commercial organisations (e.g. teacher recruitment agencies) should contact us for rates. Prices are subject to VAT at the current rate applicable. We reserve the right to alter our charges without notice.

### DISPLAY SIZES (height first)

**Size 1:** (portrait)  
104mm x 93mm  
(landscape)  
51mm x 190mm

**Size 2:** 158mm x 93mm

**Size 3:** (portrait)  
211mm x 93mm  
(landscape)  
104mm x 190mm

**Size 4:** 265mm x 93mm

**Size 5:** 158mm x 190mm

**Size 6:** 211mm x 190mm

**The small print:** We will not charge for an advertisement if it does not appear or if it contains typographical errors that significantly alter its meaning. Note: This will not apply if you have requested and passed a proof for printing. (An additional £6 charge is made for proofs.)

While we make every effort to ensure accuracy, we will not be responsible for any consequential loss arising from errors in, or non appearance of, any advertisement. We cannot accept responsibility for errors in the transcription of hand written copy. Copy/Corrections/Cancellations must reach us by 3pm on Thursday. Advertisements will appear in the next available issue following receipt unless clearly marked with an intended publication date.

Where payment has not been made in advance you agree to make payment within thirty days of receipt of our invoice.

By placing an order, you agree to these terms and conditions. Greensheets is delivered by second class post. Anticipated delivery in schools is between Monday and Wednesday.

**We cannot accept responsibility for postal delays, however, to minimise the effects of such disruption, should it occur, we offer a free pdf version of Greensheets delivered by e-mail on Mondays, in addition to the postal copy.** To sign up for this service, e-mail [subscriptions@spikepublications.co.uk](mailto:subscriptions@spikepublications.co.uk) with the words 'school subscription' in the subject line.

SPIKE Publications, PO Box 7627, Hungerford, Berkshire RG17 9YS

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