**Schools’ Circular – Article Submission Form**

Please complete this form and send to schoolcircular@derby.gov.uk

All articles need to be submitted by **4pm on a Wednesday**. If your article is submitted after this deadline it will not be included until the following week.

The fields marked with an asterisk (\*) are required fields and if they are not filled in your article will not be included in the circular.

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| **Related links – please paste the full website addresses (URLs) in this box for any of the hyperlinks in your article and please make sure that the links work** |  |
| **You should support your article with a suitable photographic image –** Please email a photographic image – that is atleast 881x585 pixels – to schoolcircular@derby.gov.uk - use the article title in your email.  |