

## **To draft and edit part of a school prospectus.**



Ch 1  
Ch 2

- ✓ Plan by making a list of the information you need to include.
- ✓ Include headings and subheadings for a clear layout.
- ✓ Use a mixture of paragraphs and bullet points.
- ✓ Formal language (language aimed at adults).
- ✓ Include plenty of detail and information.

## **To draft and edit a mission statement from the Headteacher.**



Ch 3

- ✓ Plan by making a list of the information you need to include.
- ✓ Use paragraphs to structure your writing.
- ✓ Formal language (language aimed at adults).
- ✓ Describe and explain the school's values.
- ✓ Include plenty of detail and information.