

RGSW STYLE FILE

Letters: Set margins accordingly Top: 4.5; Left and Right: 2.
Use the correct font, Helvetica Neue Light in font 11 or 12.

Address: Do not use & in address, Mr and Mrs not Mr & Mrs
Do not abbreviate – Worcestershire not Worcs
(3 carriage returns)

Date 20 January 2015 not 20th
(3 carriage returns)

Dear Mr Pitt (No comma after salutation)
Dear Sir = Yours faithfully (no comma)
Dear Mrs Brown = Yours sincerely (no comma)
Do not put full stops after abbreviations – eg not e.g. Mr and Mrs not Mr. and Mrs.

Yours sincerely at the end of letters (even if writing ‘Dear Parents’ since we know them). Exception is if writing to a ‘To whom it may concern’ address.
If you are making points, use bullets as opposed to – and justify to your left hand margin.

Students: use preferred names as indicated by ISAMS not nicknames.

Subjects: capital letter please for names of subjects and co-curricular activities ie Economics, Netball, Rugby, Music.

Year Groups: Year Seven, Sixth Form not Year 7 or Year 12 etc.

Times: 8.00am or 8.00pm not 0800 hrs or 2000 hrs. 8.00 am not 8:00 am.

- A Level, AS Level - not ‘A Level’, A’ Level or A level, ie capital for Level
- GCSE - not ‘GCSE’
- GCSEs as plural - not GCSE’s no apostrophes EVER for plurals!
- iGCSE - not IGCSE (we have adopted the AQA version)
- mock examinations not tests or prelims.
- Examinations - not exams
- Controlled Assessment - not controlled assessment
- careful use of hyphens - co-curricular, well-rehearsed, hard-working, are all correct. Hyphenate when a compound adjective so a ‘well-developed sense of humour’, but ‘the curriculum is well developed’ (likewise end-of-year to describe examination) inverted commas very sparingly we know what skills are, but what are ‘skills’?
- do not - not ‘don’t’, cannot - not ‘can’t’ etc
- Headings – Justify to left-hand margin or centre
- do not abbreviate days, months etc. Tuesday, 8 November, not Tues 8 Nov
- iPads and Digital Learning Programme
- use ‘the School’ when talking about RGS Worcester but lower case ‘school’ at other times
- titles need capitals eg Assistant Head (Co-curricular)
- Headmaster not Head

26 January 2015