



**C3imaging**  
printing for education

**Prospectus**

**Newsletters & Magazines**

**Signage & Display**

**Folders & Yearbooks**

**School Diaries**

**Stationery**



**Local, wherever you are!**  
Call your local branch to discuss your requirements,  
Or visit  
[www.c3imaging.com/education](http://www.c3imaging.com/education)

# Welcome

## Why not let us assist your school to attract more students?

- Marketing expertise
- Concept, design and print
- Value for money
- Photography
- Quality and reliability

Every day we work with schools from across the education sector – specialist colleges, academies, comprehensives, grammar schools, successful schools, schools in transition – to assess their marketing and image issues. Our clients will agree that c3imaging can make a real difference.

We understand the importance of building strong relationships with our clients within the education sector.

We always work to gain a real understanding of your needs so that we can deliver cost-effective solutions to you. Our continual investment in technology is essential in helping you to be successful.



# Prospectus

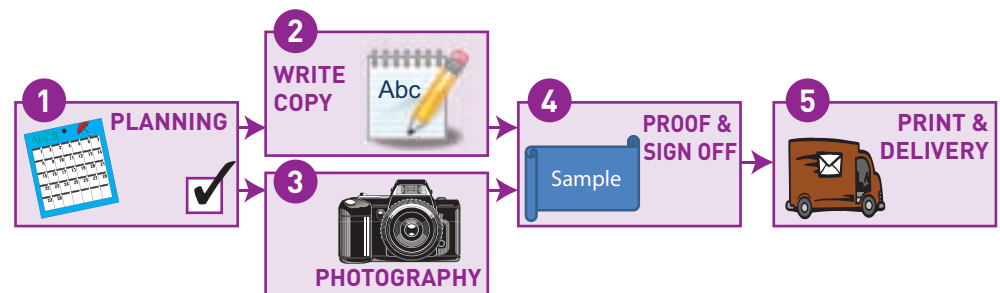
At c3imaging we understand that your prospectus should reflect the values and ethos of your school. We can help you in planning the prospectus and building the brand your school deserves.



## FAQs

### What are the main steps in producing our school prospectus?

At c3imaging we are extremely flexible and can work to your timelines. Here is a sample schedule:



## EARLY SPRING

1. **Plan** your Prospectus & delivery timeline.
2. **Copy:** Prepare the text for your new prospectus
3. **Photography:** Pick a date in spring, so you can showcase the school environment at it's best.

## LATE SPRING/ EARLY SUMMER

4. **Prospectus Proof**  
We will send you a proof (prepared by c3imaging and ready for you to review) within 7 to 10 working days of receiving all the information.

## END OF SUMMER

5. **Delivery:** Your Finished Prospectus is ready & delivered to you... just in time for "Back to School" time.

### How do we plan our photography?

Our carefully selected photographers will contact you to plan the shoot, arrange a schedule and offer tips to make sure the day goes well.

### Can we supply our own images?

Yes. We can help select images with the required clarity and resolution for printing. We can scan old black & white images. However, we would always recommend using a professional photographer for the main images in your prospectus.

### How do we supply the copy for the prospectus?

At c3imaging we believe that the school is best placed to write copy. The author should have a good insight into the school's ethos, aims and character. If you have any questions on word count and structure, we can help advise. The finished file can be supplied on disk or by email.

### Our school has awards and affiliations.

#### Can I include the logos?

Yes, we hold most national award and affiliation logos in our files. We can usually source any additional logos that you might require.

### What Quantity should we order?

The order quantity depends on how you intend to use your prospectuses. We can help you to calculate the quantity before you place your final order, to avoid over- or under- supply.

### How much does a prospectus cost to produce?

This largely depends on [1] quantity and [2] specification. We will present the options, so you are clear on costs at all times.

If you have any further questions please feel free to contact us.



# Newsletters & Magazines

Newsletters and Magazines are a great way of communicating your school's message and mission to the community. Just send us your news articles and photographs, and the design team at c3imaging do the rest!

We will produce vibrant communications suited to your audience. Whether you are looking for a magazine

- once a year,
- once a term, or
- once a month

At c3imaging we can help you plan and produce a professional publication.



# MAINTAINING SUMMER 2009

Bishop Beck Catholic Sports College  
An exciting future ahead

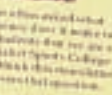


## THE ACADEMY OF ST FRANCIS DE ASSISI Community Newsletter A dream come true for the community



## SPORTS COLLEGE NEWSLETTER Summer 2009

### BOXING CLUB AT THORNLEIGH



I am a boxing coach and I am excited to see the new club at Thornleigh Sports College and I think this is a fantastic opportunity for the community.

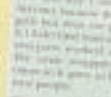
Boxing is a sport that has been around for centuries and it is a sport that is becoming more and more popular. It is a sport that is not only physically demanding but also mentally challenging. It is a sport that teaches discipline, respect, and perseverance.

The new club at Thornleigh Sports College is a fantastic opportunity for the community to get involved in boxing. It is a sport that is not only physically demanding but also mentally challenging. It is a sport that teaches discipline, respect, and perseverance.

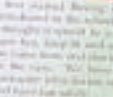


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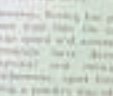


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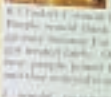


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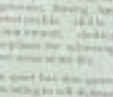


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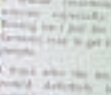


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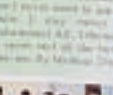


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## Welcome to St Michael's Church of England High School

'We will ensure that each individual is valued and achieves success within a caring Christian community'



## Top of the Class

Open day to showcase achievements!



information

THORNLEIGH SALESIAN COLLEGE

Thornleigh  
NINTH FORM

## Signage & Display



## At c3imaging we provide a full signage service.

This is an essential requirement for a fully functional school infrastructure. Visitors, new students and parents find efficient signage at any school invaluable.

- Directional Signage
- Door Signs
- School Name Signs
- Wall Notices
- Car Parking Signs
- Pop up display stands
- Roll-up stands
- Wall displays



We also produce Vinyl Banners or Banners of other materials of limitless sizes to display on the school's exterior to celebrate the school's successes or the opening of new facilities etc.



# Folders, Yearbooks & Photography

## Folders

Folders are a very versatile marketing tool for an educational establishment. They can be used for quite a number of events, sending reports home, recruiting new staff, advertising to feeder schools etc.

Folders can be designed in many ways and c3imaging can offer whichever way you might require your School Folder:

- with a fixed pocket
  - with a central flap pocket
  - 6 page folder
  - 4 page folder
- and many other styles.

**Ask about ADDED VALUE cut offs with your folder.**



# Yearbooks

Preserve those memories with a Student Yearbook. Due to our digital technology even small quantities can be produced economically without compromising on quality.



# Photography

Stunning photography will enhance any publication. It is essential that each prospectus that we produce is a true reflection of school life. Wherever possible, images are not posed. This helps to reinforce the underlying ethos and strengths of the school – the people within it. We endeavour to photograph the students in natural situations and involved in real activities that are peculiar to the school.

- All of our photographers are CRB checked
- You may also use your own good quality photographs





## School Diaries

# School Planners & Organisers

For many years, c3imaging has been a market leader in the production of bespoke student planners & organisers. We understand that every school has its own ethos and this should be reflected in the Student Planners.

Our Student Planners are designed with your requirements in mind. We will also reflect your school's branding for a totally professional appearance.

### Your quoted price will include:

**Cover:** Full Colour Cover with school branding.

**Personalised Pages:** We design the pages, as you want them.

You can include:

- School code of conduct
- Homework timetable
- Reference Pages
- Notes pages etc.

**Diary Layout:** We have a range of page layouts, and you can pick the one to suit you

**"As you like it"** All planners are bespoke, so you can include whatever you like, in the order that suits you.

You will receive as many proofs as it takes to get your planner right. We will not go to print until you are confident to sign off a final proof.

Size of planner and type of binding are also important in a school's choice of planner. With c3imaging each school is able to select the size and binding requirements of their planner without any particular restriction.

## FAQs

### **Our school would like the diary layout to be entirely bespoke, is this possible?**

As c3imaging produces diary layouts designed specifically to your school's requirements, you are not restricted in designing your planner.

### **We do not have time or resources to produce our own page layout and artwork, Can you help us?**

We offer you a full service. Everything you need to produce your Planner is included in our quoted price, (Design, artwork and layout for your cover, information pages and weekly diary layout).

### **Do you insist on commercial advertising in c3imaging Planners?**

We do not include commercial advertising within our Student Planners. Other companies will insist on a specific layout, and include pages of commercial advertising. At c3imaging, we place no restrictions or conditions on you, when designing your planner.



**Can you tell us more about the level of service that you offer?**

You would be assigned a dedicated consultant, supported by our Client Services Team to offer advice and support from your initial enquiry right through to delivery. We are always on hand to help.

**Are there any hidden costs?**

We will discuss costs with you in an up front and clear manner. So you know where you stand at all times.

**When can we expect delivery of our planners?**

We will guarantee delivery for the first day of term provided that you sign off your Student Planner proofs by the end of the Summer Term.



## Stationery

Day-to-day stationery requirements:  
Whatever is required by your school  
just get in touch and we will provide a solution.

**Here are just some of the items that your school may have produced:**

- Letterheads
- Compliment Slips
- Business Cards
- Invitations
- Multisheet  
(a number of items printed together)
- Praise Cards
- Thank You Cards
- Duplicate and Triplicate Forms
- Absence Forms
- Visitor Stickers
- Visitor Badges

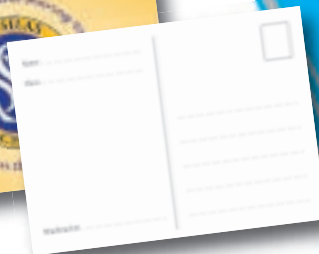
**Other publications:** Literacy & Numeracy Books, Welcome/Induction Books, Record of Achievement Folders



# Short Run Printing

At c3imaging we have the ability to output printed documents instantly and affordably in short runs. Using the latest digital technology, we offer the ideal solution to your short run printing requirements.

- Posters
- Certificates
- Programmes
- Bookmarks
- Christmas Cards
- Calendars
- Wall Charts
- CD Covers



**Pupils will be expected to:**

Work towards becoming confident and independent learners, who can interact well with others and want to engage in the challenge of learning by:

- Knowing and respecting school and classroom rules at all times
- Being prepared for every lesson, in uniform, on time, and ready to learn
- Working positively to achieve the best possible learning outcomes for every lesson
- Respecting the views and feelings of others
- Taking responsibility for their own learning and assisting others to learn by
- Being prepared to assist the teacher in any way possible
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## BEHAVIOUR FOR LEARNING LEVELS

6 Always fully engages within lessons completing all work set and extension tasks. They follow classroom rules and routines, and develop positive relationships with staff and peers.

5 Engages within lessons, completing most work set to a good standard and routines.

4 Complete the work set, engage in the classroom and follow routines.

3 Completes most work set, but not all, and does not engage fully with others in the classroom.

2 Little work set completed, does not engage in the classroom and does not follow routines.

1 No work set completed, does not engage in the classroom and does not follow routines.

**Parents/Carers /Guardians will be expected to:**

Work with the school and their child to help them aim high and achieve well.



## Local, wherever you are!

<b>C3imaging Bristol</b>	Phone: 0044 (0) 117 963 7507
<b>C3imaging Colchester</b>	Phone: 0044 (0) 1206 845 544
<b>C3imaging Dublin</b>	Phone: 00 353 1 206 5305
<b>C3imaging Glasgow</b>	Phone: 0044 (0) 141 226 3344
<b>C3imaging Liverpool</b>	Phone: 0044 (0) 151 708 8600
<b>C3imaging London</b>	Phone: 0044 (0) 207 803 0627
<b>C3imaging Newcastle</b>	Phone: 0044 (0) 191 232 1517
<b>C3imaging Nottingham</b>	Phone: 0044 (0) 115 941 9988

[www.c3imaging.com](http://www.c3imaging.com)



**C3imaging**  
innovation for education

Branches in: Bristol | Colchester | Dublin | Glasgow | Liverpool | London | Newcastle | Nottingham