

What our subscribers say:

.....thanks and appreciation for the Service. The summaries have become indispensable, and have the unique distinction of being papers one is glad to see in one's basket.  
(Secondary School Headteacher)

**The Service is valued, and is a useful way of disseminating information in a large secondary school.**  
(Deputy Headteacher)

Your Service provides an excellent, and very cost-effective, form of professional development for all our staff.  
(Educational Consultant)

**It's the best £160 I have spent! I have recommended it to my Primary colleagues.**  
(Primary School Headteacher)

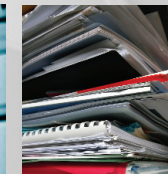
**The summaries which emanate from the DSS.... are absolutely invaluable. Thank you very much for all your hard work.**  
(LEA Officer)

....there is only one publication that I have to read, only one that I read easily, and only one essential for my job – Bristol University's Document Summary Service. (Education Consultant)

**This is just a brief note to thank you for preparing such a splendid Service, the summaries are valuable, informative and very user-friendly.** (School Governor)

# The Professional Guide to Education Policy

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# The Professional Guide to Education Policy

**Are you buried under a mountain of paperwork?  
Do you find it difficult to keep up-to-date with information?  
Would you like to have clear readable summaries of the  
key information?**

Based at the University of Bristol Graduate School of Education, the Document Summary Service provides a much valued briefing service for headteachers, governors, inspectors, local education authority officers and many others involved in education and schooling.

Historically, it began as a response to the proliferating green papers, white papers, circulars, guidance and consultation documents which emerged from government departments as a result of the major changes in education flowing from the 1988 Education Reform Act.

Today the Service continues to provide regular mailings (either in hardcopy or electronic form) of high quality, technical summaries, covering key documents issued by such bodies as the Department for Education and Ofsted. The summaries contain details of where to obtain the full documents, as well as web page addresses to allow easy access to the electronic version.

Over 70 LEAs and hundreds of maintained and independent sector schools, as well as many national bodies, education libraries and independent consultants currently subscribe to the Service.

As well as being a very cost-effective aid to general staff development, subscribers have told us that they find the summaries invaluable in:

- keeping up-to-date with the most recent government requirements and initiatives;
- providing governors and staff with briefing papers for meetings;
- focusing discussion amongst teachers at school development meetings;
- finding answers quickly to questions from parents, governors, and members of the school staff;
- responding appropriately to consultation documents;
- saving time;
- making the essential points of key policy documents easily understandable.

## **How the Service works:**

The selection of documents to be summarised is made on the basis of those which are of key importance and which will most support headteachers and their governing bodies in the daily tasks of running an effective school.

The average length of summaries is two sides of A4, or less, but this may be increased for exceptionally long or complicated documents. *An example of a recent summary can be viewed at: [www.bristol.ac.uk/education/expertiseandresources/dss](http://www.bristol.ac.uk/education/expertiseandresources/dss)*

Regular mail shots containing four or five summaries of recently issued documents are despatched to subscribers monthly.

Subscription fees are related to the size of your organisation and the extent to which you intend to distribute the summaries.

**To receive a FREE TRIAL of the Service contact Sue Battin (contact details overleaf), you will then receive the next three mailings of the academic year absolutely FREE, without further obligation.**