

**Subject:** Radio Heatherwood Presenters Newsletters  
**From:** "Secretary" <Secretary@radioheatherwood >  
**Date:** 23/02/2003, 17:26  
**To:** Radio Staff



The Radio Heatherwood staff newsletters took many styles and methods of production during its publications.

We have recreated an issue distributed by email to radio staff and also posted on the staff noticeboard.

This newsletter originally published as above date.

The only changes made to these emails have been the removal of personal phone numbers and email addresses.

### **Background Story to Email:-**

News Etc 23.02.2003

*PJ Davidson-Smith Former Secretary*

**Subject:** News Etc 23.02.2003  
**From:** "Secretary" <Secretary@radioheatherwood >  
**Date:** 23/02/2003, 17:26  
**To:** Radio Staff

Hi Guys

Some news for you:-

### **Saturday Cover**

Next Saturday 1st March we need a couple of bodies to cover. Matt & Alan Did last Saturday how about some of the others stepping up to the Saturday Mike.

### **Compass**

Who say the management don't know where they are going. I need to use a compass for setting up the Satellite receiver. Can anyone on our team get there hands on one, I could borrow for a couple of weeks.

### **Training event**

The stage 2 training event will be on Thursday 6th March 7PM. Some more notes will be available shortly. It is my intention to email the first draft of the stage two notes to you later this week.

### **Mucky Paws**

An observation on the use of the pc's in the studio, try and refrain from putting your fingers on the screens. Studio machine already has signs of greasy dirty paw prints on the screen most distracting trying to read the small writing through the dirty screen.

### **I haven't been shown**

If you have not be shown how to do a particular function on the PC I would advise you to wait until you have received the relevant training. I know some people are keen to get going but you may find you run into problems of which you were not aware of. If in doubt, leave it alone.

### **Do Not Delete**

A golden rule for us all now, must be if you create an item on the pc then you can delete it. If it was created by another member of the team I may look at it but I mustn't change it in any way.

### **Foot n Mouth**

We have had a reminder from the radio authority about comments made about the situation should a war arise.

The station policy as you know is no personal comments about religion, politics or contentious issue's over the air, it could jeopardise our licence.

Radio Heatherwood will remain a haven from all the trials and tribulations of modern society.

### **Responding to Emails and Requests**

We all have busy lifestyles and think that I don't need to respond to that email or I haven't got time !! Nice statement/attitude but how does that effect the running of the station ?.

It doesn't help us when we need to get cover for a day or are asking for comments on a particular item. We have no way of mind reading what you are thinking !. I have to wait till almost the day of cover, no response from the email I then have to make a number of phone calls to different people asking if they are available on such day at short notice etc.

**How can I/We Improve the situation ?**

By simply responding to emails no I can,t cover this day. Or yes I think this is a good idea etc.

Simple isn't it!!!!!!!!!!!!!!

Radio Heatherwood is a team event and we need everyone in the team to play his part, in all aspects of the station activities.

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

Heatherwood Hospital Ascot Berks.

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[www.radioheatherwood.org.uk](http://www.radioheatherwood.org.uk)

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