

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 07/03/2006, 10:54
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:-

Radio Heatherwood Policy Change Start Times

PJ Davidson-Smith Former Secretary

Subject: Radio Heatherwood Policy Change Start Times
From: "Secretary" <Secretary@radioheatherwood>
Date: 07/03/2006, 10:54
To: Radio Staff

Hi Team

In recent weeks we have been listening to the programs being broadcast in the weekday evenings, and it would seem that depending on which presenter opens up, we either get the news, have half the news or no news at all at 7pm.

In the light of this which doesn't sound very professional when taking over, we have decided that **broadcasts will now start at 7.03pm** as soon as the news has concluded. All presenters opening up must wait for the news to finish and then start their programs.

The news does not need to be taken during your evening sessions.

In addition to this if you are going to finish at the top of the hour you must allow yourself enough time to hand back so that the news can be broadcast in full.

This is with immediate effect, No exceptions

Regards
Peter J Davidson-Smith
Radio Heatherwood & League of Friends
Heatherwood Hospital Ascot Berks.
www.lof-heatherwood.org.uk
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