

the Paper

EDITORIAL TEAM TRAINING SCHEDULE

All events take place in Cambridgeshire and Peterborough. Locations and a timetable will be sent to members of each team.

Day One

This day will have five main objectives:

1. to allow the Team to get to know one another and the Mentors, to organise themselves into the Editorial team structure and elect an Editor and deputy.
2. to provide them with an overview of the website.
3. to come up with a list of story/image requests that will be posted onto the website so that Reporters can respond.
4. to come up with some concept sketch's, on paper of what they would like the paper to look like and a rough idea of space per section. This can then go to the page layout people so they can begin to build the template into which stories can be pasted as they are sent approved by the editor.
5. to discuss submission of images and photos with the Photo Editor.

Day Two:

This day is hosted by the Journalism Department of Peterborough Regional College. It will consist of short workshops and exercises on legal and ethical issues, reporting skills, journalistic style and editing, basic News values, research techniques and tips on interviews.

Day Three:

midway through the process once stories have been submitted

This day will enhance journalistic and editorial skills and review progress. Major participants in the day will be young people involved in the **Children's Express** London Bureau who will deliver training to the Editorial Team.

Further information on Children's Express can be found on their website:

www.childrens-express.org

Day Four:

close to final deadline for submissions

This will be a progress review and a chance to develop and finalise stories. The Editor, Deputy Editor, Photo Editor and Production Editor will then become involved in the paste-up and printing process.