



Style Guide

Name

The official name of the school is Havenschool, and should be used in the first instance. Thereafter it is acceptable to refer to it as “the school” but not “haven.”

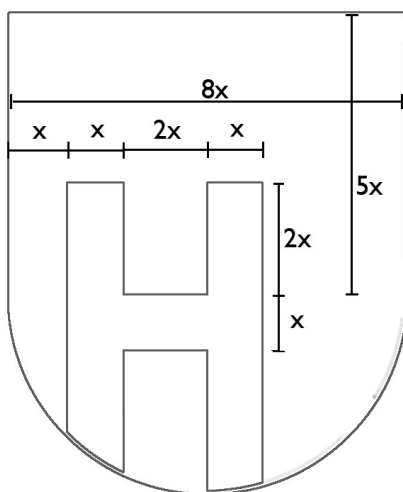
Official Font

The preferred font for all Havenschool documentation is Gill Sans. The light typeface of the family should be used for body text with the regular face used for headers and titles. Italics only should be used for emphasis with underlining to be avoided.

In the school logo, the word segment Haven should be in the Regular face with the school word segment in the light face.

The preferred glyph family is Bodini Ornaments ITC and should be used for text embellishments and bullet lists.

Logo



Notes:

- The total height of the shield is $9x$
- The bottom of the shield is a semi-circle with a radius of $4x$.
- The whole shield has an outline border of $0.1x$
- x should be no less than 5 mm

In the school name the word segment *Haven* should be in Gill Sans regular face with the *school* word segment in the light face of the same family The font size should be

consistent for the two segments and should be such that the whole word reaches from one side of the shield to the other with no adjustment of kerning.

The area of the shield not taken up by the H should be a solid colour - preferably black or white - whilst the H is transparent to the elements below it. Alternatively if the shield is being used separately, an outline version may be used,

The fleur-de-lys used above the school name is a glyph from the Bodini Ornaments ITC family and corresponds to the lower case t character in the set.