

# **INTERNAL COMMUNICATIONS**

## **The Calendar**

The events planned for the school year are shown on the calendar available on the staff intranet. Staff should consult with their Senior Line Manager before planning activities, they will make recommendations to the Headteacher. All activities / events should be notified to Yanina Sillence (Admin/ Finance Officer) by a member of the leadership team for inclusion in the calendar.

Arrangements for events held in school should be notified to Admin/Premises staff using the yellow booking form. A diary is held by the receptionist for booking the school hall and other key rooms.

## **Student Bulletin**

Information for students can be relayed via the student bulletin on the Staff Intranet, the deadline is 4pm each day. The bulletin is printed and distributed each morning with the attendance registers for tutors to display in tutor rooms.

## **Meetings, etc**

Staff briefings are held in the Staff Room at 8.30 am on Monday mornings. Minutes of these meetings are placed on the notice board.

Meetings involving all teaching staff are held on Monday's after school at 3.20pm. There is a cycle of whole staff meetings, Research and Development Group meetings, Departmental and Management Strategy Group meetings, details are included in the school calendar on microsoft outlook.

## **Headteacher availability**

The headteacher is available before school for short informal meetings between approx 7.45 and 8.45 am.

## **Pigeon-holes**

These are in the Staff Room and will be used to circulate information. The pigeon holes should be checked daily. It helps if staff empty their pigeon holes regularly so that the information does not get 'lost' amongst the papers.

## **Email**

All staff have an e mail address at the school, 'bulk' e mail is used to circulate information. Staff should check their email daily. Please see the guidance on the use of email and data protection on the school intranet.

## **Notice Boards**

Notice boards carry current information concerning daily arrangements, Year and Academic matters, duty lists and cover notices. It is essential for staff to consult these, both in the morning and before afternoon Registration. All notices must be dated.

## **Staff Intranet and Website**

A wide range of information and various resources, documents and links are available on the intranet and website.