# **School Noticeboard Content Submission Form**

Please ensure you have read the School Noticeboard Content Guidance below, prior to completing this form. Once completed, simply submit your message to [education@birmingham.gov.uk](mailto:education@birmingham.gov.uk).

|  |  |
| --- | --- |
| **Title of Item** |  |
| **Contact Name** |  |
| **Contact Email** |  |
| **Contact Telephone** |  |
| **Content of Item**  **(max 200 words)** |  |

# **School Noticeboard Content Guidance**

1. **Complete All Fields**: Ensure all fields are filled out before submitting a request. Incomplete forms will be returned and may miss the noticeboard deadline.
2. **Obtain Necessary Sign-Offs**: Before submitting an item, obtain the required approvals according to your service’s procedures.
3. **Clear and Concise Content**: Use Plain English and avoid jargon. Submitted messages may be amended for clarity if needed.
4. **Use Web Pages for Attachments**: Whenever possible, link to web pages that are regularly updated and accessible outside the noticeboard process.
5. **Specify the Audience**: Clearly state who within the school the message is intended for to help with effective dissemination.
6. **Include Contact Information**: Provide a contact name and email address. Telephone numbers are optional.
7. **Scheduling**: Messages will be included in the next scheduled noticeboard unless otherwise specified.
8. **Submission Deadline**: Messages submitted after 5pm on Tuesdays will be included in the following week’s noticeboard.
9. **All submissions should be sent to**: [education@birmingham.gov.uk](mailto:education@birmingham.gov.uk)
10. **Please note:** submissions will be included at the discretion of the Children and Families Senior Leadership Team (CSLT).

**Urgent Communication**

1. **High-Level Risk Messages**: Do not use this form for urgent, high-risk matters.
2. **Contact Senior Leadership**: For urgent messages, contact a member of the Children and Families Senior Leadership Team to authorise direct communication with Headteachers.
3. **Urgent Message Protocol**: Urgent messages will be sent by Business Support on behalf of the Director of Children’s Services, only when instructed by the CSLT.

**Contact**

For any queries or further information, please contact: [education@birmingham.gov.uk](mailto:education@birmingham.gov.uk)