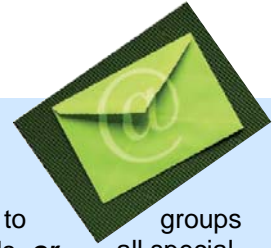


## Communications update



### The official 'gatekeeping' channel for communicating with groups of schools' headteachers

Staff are reminded to use the 'gatekeeping' system for any communications which are to go to groups of schools ie all schools (**or** all early years settings, **or** all primary schools, **or** all high schools, **or** all special schools).

'Gatekeeping' was introduced in response to a central government directive to control the quality and volume of local authority communications to schools and thereby reduce the burden of bureaucracy on headteachers. Our system is only effective however if everyone is using it, so staff are urged to use 'gatekeeping' if they need to send anything to groups of schools

### How it works

Four 'gatekeeping' packs are collated weekly – one each for early years settings, primary schools, high schools and special schools. Schools receive their 'gatekeeping' pack by email on Wednesday mornings during term time. The email they receive lists summaries of all the 'gatekeeping' items for that week with links direct to the items, which are published on the EGfL website ([www.egfl.org.uk](http://www.egfl.org.uk)).


### How to submit a 'gatekeeping' item

'gatekeeping' items should be submitted on the 'gatekeeping' template. The most up-to-date version of the template is available from the EGfL web team and is emailed to staff termly.

Once you have completed your 'gatekeeping' item, email it to: [EGfLWebTeam@ealing.gov.uk](mailto:EGfLWebTeam@ealing.gov.uk). To make the Wednesday pack, submit your item by 12 noon on the Monday. Deadline and electronic distribution dates are also available at [www.egfl.org.uk](http://www.egfl.org.uk) or from the EGfL web team and they are emailed to staff termly.

We are investigating the expansion of the system to enable colleagues to communicate in this way with groups of school staff other than headteachers in the future. Not as easy as it sounds!

If you have any questions about 'gatekeeping', contact the team at [egflwebteam@ealing.gov.uk](mailto:egflwebteam@ealing.gov.uk) or on ext 5678.

| Gatekeeping communication   |  |
|---|--|
|  |  |
| Title:  | Type in a short, succinct, title which will convey quickly what the item is about  |
| Summary:  | In one or two sentences convey the key point of the item so that readers know - from the list of summaries they receive - when they need to open it. |
| For attention of:   | Only leave in this box any groups of schools your item is applicable to  |
| Author:   | Fill these next rows in so readers know at a glance who to contact with queries/actions  |
| Contact:  |  |
| Email:  |  |
| Tel:  |  |
| Date:   |  |
| Action required/ due date:  | Let readers know what action is required and what the deadline is (if there is one) – alternatively just put something like 'for information'        |

Type or paste the full text of the document here – this is where you can tart your text up a bit if you want to. There is no point in doing it in the boxes above as it will be edited out. The automatically generated summary list schools receive in the Wednesday Gatekeeping email will only show the information above and all in the same format!

- **Text all in our house-style** details of the corporate house-style available from the EGfL web team - this helps to make us look professional and co-ordinated!!
- **Title short and meaningful to the audience** -this will also help **you** if you need to refer to it in future
- **Summary clear, concise and gives an accurate overview of the content** – this is what will save headteachers time and help them prioritise their 'in-tray'
- **Dates and actions required need to be clear to the audience and 'achievable'** – remember to check whether the date you are setting is far enough away from the date schools will receive it

Sally Davies  
CPD and communications  
Perceval House 2NE  
020 8825 5828  
[sdavies@ealing.gov.uk](mailto:sdavies@ealing.gov.uk)