

Gatekeeping

Gatekeeping is a weekly electronic communication pack collating all communications from the local authority to headteachers.

Every Wednesday morning during term time, the EGfL web team sends the 'gatekeeping' email to schools. The email lists summaries of all gatekeeping items, including any action required and due dates, with links to the gatekeeping items. The summaries help you prioritise your in-tray and all items remain on the EGfL so you can be sure of finding them again by going to the gatekeeping area of the website – choose 'Gatekeeping' from the right-hand side of the homepage.

Questions and answers

Q. Do I have to log in to view a gatekeeping item?

A. Most gatekeeping items do not require you to log in to view them. When an item contains confidential or sensitive information, you will be required to log in. The summary for an item will indicate if you need to log in.

Q. Which email address is the gatekeeping email sent to?

A. In most cases, the gatekeeping email is sent to the general school email address. If you would like to receive the email directly, please contact the EGfL web team (contact details below).

Q. My school is not receiving the gatekeeping email. How do I rectify this?

A. Contact the EGfL web team (contact details below), in the first instance. Please also check that your school's email inbox is not full.

Q. I have deleted my gatekeeping email. How can I access gatekeeping?

A. All gatekeeping summaries and items are published on the EGfL website:
http://www.egfl.org.uk/categories/_gatekeeping/

EGfL web team contact details

Tel: (020) 8825 5678

Email: EGfLWebTeam@ealing.gov.uk

