

How to update EGfL content

This is a guide on how to submit changes or new content for this website.

Content leads

Content leads are listed in the following table.

Subject area	Content lead
Attendance	Lucinda Poole
Bereavement	TBC
Buildings/facilities	TBC
Cleaning	Maddy Gupta Wright
Directors' updates	Julie Lewis
Early years	TBC
Cleaning	Maddy Gupta Wright
Education psychology	Judith Chambers Thomas
Emergency contacts	Raj Chowdhury
Emergency plan checklist	Raj Chowdhury
Finance	TBC
Food banks and distribution	TBC
Free school meals	Tamara Quinn
Government guidance	Gary Redhead
Home learning	TBC
Newly qualified teachers (NQT) induction	TBC
Parents and key workers	TBC
Personal protective equipment (PPE)	TBC
Refuse and recycling collections	Catherina Pack
Safeguarding	John Churchill
School governance	Therese McNulty
School provision	Julie Lewis
Special educational needs (SEN)	Charles Barnard
Staffing	Mark Nelson
Support for schools	Julie Lewis
Symptoms and testing	TBC
Transition	TBC
Transport (SEN)	Tamara Quinn
Vulnerable children	John Churchill
Wellbeing and mental health	TBC

Content additions or changes

Please check the website regularly to make sure your subject area is up to date. Urgent requests will be prioritised for publishing on the day of receipt or as soon as possible. Please avoid duplicating information here if it is available to link to elsewhere.

When sending your request, please check that your email subject indicates 'EGfL content request'. In addition, please make sure to:

- indicate which page or subject area your update applies to
- add a date, author and contact details to any documents submitted, as necessary
- briefly describe the purpose of the update, and whether it is urgent
- advise the web and communications team where out of date content can be removed

[Send your content request now](#) (this will open Outlook email)

Gatekeeping and news content

News articles and Gatekeeping items should link to policy or service information on EGfL.

Content should be open where possible. Please advise the web and communications team if you have confidential content requiring password protection.

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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