

# **LA communications to schools**

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| Title: | Blank cell |
| Summary: | Please enter a one sentence description, summarising the main points of your item |
| Target school(s): | All, Nursery, Primary, Secondary, Special *(delete as applicable)* |
| For attention of: | E.g. Heads, SENCOs, SAOs, exam officers |
| Author: | Blank cell |
| Contact: | Blank cell |
| Email: | Blank cell |
| Telephone: | Blank cell |
| Newsletter date: | Please enter ebulletin date you would like item included (The School Staff Zone newsletter goes out to all schools every Monday during term time) |
| Attachment: | None/Title of docs attached |
| Action required/ due date: | **EG** Please RSVP to Joe Bloggs before Friday 24 March or for information only. |

Please enter the full communication details here.