**Hub Upload Request Proforma**

\*Please note that all articles and documents should be proof read before being emailed for upload onto the Hub and documents saved in PDF. Every effort will be made to upload information on the same day, but this is not always possible. Information received after 3.30 pm is likely to be uploaded the following day. Please email to [thehub@enfield.gov.uk](mailto:thehub@enfield.gov.uk)

|  |  |
| --- | --- |
| **Title of update** | Spring term Inchlusion Charter event |
| **Target audience**  **Eg: Phases/School types/ Headteacher/Subject leads** | Headteachers, sencos, school leaders, governors |
| **Open to academies?** | Yes |
| **Sign off information – name, job title, contact information if required** | Dani Lang – Senior School Improvement Advisor for Safeguarding & Inclusion  [daniella.lang@enfield.gov.uk](mailto:daniella.lang@enfield.gov.uk) |
| **Promotional Image required** | No |
| **Number of documents to be attached/titles**  **\*\*Please ensure all documents are in PDF format before emailing\*\*** | 2 attached – 1) Flyer and 2) Inclusion Charter Poster. |
| **Are documents to be uploaded to a**  **particular page as well as newsfeed?** | N/A |
| **Deadline date for upload**  **(Please note all requests received before 3.30pm will be uploaded on the same day, after this time it will be the following day)** | ASAP |
| **Main body of update/covering message - details to be included with documents** | We would like to invite you to the spring term Inclusion Charter event on 21st February. This is a virtual event via Teams and you can book your place by emailing [seyis@enfield.gov.uk](mailto:seyis@enfield.gov.uk)  The event will continue to share good practice linked to SEND but will also look at two other protected characteristics. |