**Hub Upload Request Proforma**

**Please note** all articles and documents should be proofread and any links included should be checked are working before being sent for upload.

All documents must also be sent in PDF format.

**All requests received before 3.30pm will be uploaded that same day, unless there is any issue, after this time it cannot be guaranteed to be uploaded that same day, but will be completed the following working day.**

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| **Title of update** | Outdoor Classroom Days 2025 |
| **Who is this update for the attention of/target audience?****E.g: Phases / School types / Headteacher, Subject leads & so forth** | All schools |
| **Sign off information – name, job title, contact information if required****Please note that any information given here will be uploaded to the Hub and made public, so please be clear what you want including.** | Vera Vajda - Climate Action and Sustainability LeadVera.vajda@enfield.gov.uk |
| **Number of documents to be attached and titles****\*\*PLEASE ENSURE ALL DOCUMENTS ARE SENT IN PDF FORMAT\*\*** | N/A |
| **Are documents to be uploaded to a** **particular page as well as newsfeed? Please specify** |  |
| **Main body of update****Please note that any information given here will be uploaded to the Hub and made public, so please be clear what you want including.** | **Join Outdoor Classroom Day 2025!**Outdoor Classroom Day is a global movement to make time outdoors part of every child’s day. On two days of action each year, teachers take children outdoors to play and learn. All year round, the Outdoor Classroom Day community campaigns for more time outdoors every day.Dates in 2025: **08th May and 6th November**Join the community: [Get children outdoors to play and learn, on Outdoor Classroom Day and all year round!](https://outdoorclassroomday.com/) |

**Upload requests need to be emailed to** **thehub@enfield.gov.uk**