

Traffic Light Template

Help your team to understand how to prioritise your school information using this simple traffic light approach. This will ensure a better response from your school community and save time chasing actions.

<p style="text-align: center;">RED Urgent and important</p>	<p style="text-align: center;">AMBER Important but not urgent</p>	<p style="text-align: center;">GREEN For information</p>
<p>Example messages: School closure Child safety issue</p>	<p>Example messages: Changes to term dates School trip</p>	<p>Example messages: School family day School uniform sale</p>
<p>Governance: Requires sign off by Head or Deputy Head</p>	<p>Governance: Requires sign off by an appropriate Leader</p>	<p>Governance: No sign off needed but refer to communication principles</p>
<p>Process: Send three key points by text Consider adding a 'return receipt' so you know the message has been received</p>	<p>Process: Send three key points by email</p>	<p>Process: Post three key points on website</p>

**Always specify what action is required and by when or if the message is for information only.
Add a contact for further information in case there are questions.**