DAPH Procedures for Assigning Representatives to LEA Working Parties

LEA contact LO with request for representation. LO fill in Form WP1 and send to Phil N. for confirmation of costs covered.

LO contacts Head Teacher from volunteer list. Size and type of school matched to the request. E-mail form WP2 to HT with details of request, how to claim and how to contact LO.

Head Teacher goes to meeting.
Are further consultations needed ??

Y

Contact LO to discuss and choose from the following:
1/ E-mail to <u>all</u> heads with questions or draft documents for comments;
2/ E-mail just to AC reps for them to discuss at AC meetings;
3/ LO visits AC meetings and asks questions / comments;
4/ Ask AC reps at reps meeting;

Any of these plus putting discussion points on the web site.

N

Details of issues , decisions and impact on schools sent to LO who then posts them on the web site and summarises the details in a newsletter.

LO writes a letter to thank Head for work.
*(Posted **not** e-mail !!)*

LO keeps all heads informed about changes and additions to the web site by e-mail.