

SCHOOLS COMMUNICATION DISTRIBUTION SERVICES PROCEDURE AND CHARGES

Electronic Mail

The standard method of communication with Devon Schools is in electronic format, either by e-mail or preferably via the *Just 4 Schools* Website.

<http://www.devon.gov.uk/just4schools.htm>

Distribution team members can send emails throughout the School Term following agreed procedures. Refer to link for further details:

<http://staff.devon.gov.uk/dcc-communication-process.doc>

Deadline

For all electronic communication, this must reach us to be included in the current weeks summary no later than 12pm on the Monday.

For External Customers

For a fee of £25.00+VAT per entry, an electronic communication can be added to our Just 4 Schools Web site under 'Summary of Distribution'. This site is the Homepage for all administrative and curriculum PCs in Devon schools and therefore will receive a high volume of 'hits'. Please contact our distribution team for an electronic submission form. A paper distribution is no longer an option.

NB. Before inclusion can be offered to external organisations approval must be sought in the first instance.

Paper Distribution

If preferred newsletters, bulletins or information intended for specific staff i.e. Head of Art, SEN Co-ordinator etc can still be sent in paper format.

A posting will take place every other Tuesday morning during term time via Royal Mail First Class delivery.

Deadline

The deadline for paper material ready for distribution is 4pm Monday for inclusion in the Tuesday's delivery.

Items will be dealt with on a 'first come first served' basis.

Please send all paper distribution to: Schools Distribution, Great Moor House, Bittern Road, Sowton Industrial Estate, Exeter, Devon, EX2 7NL. For further information on paper distribution please contact 01392 385335, <mailto:gmhfm@devon.gov.uk>

Charges

The price for using this all inclusive service is £12.77 per Kg.

(For example consignment weight of 100 grams - £1.27)

We reserve the right to amend the prices in line with our suppliers / inflation.

For further information please contact the 'School Distribution Team' telephone (01392) 382058

Email: ealdist@devon.gov.uk

Revised February 2012