

PLO Report for P&C Meeting 18 May 2020

- **The trial of Microsoft Sway for our newsletter** has been successful. It is emailed home, uploaded to the website and to Facebook. This version meets the DoE guidelines and can be read on any electronic device or saved as a PDF to print. We are able to upload as many photos as we like and embed videos.
- **Website** is updated multiple times each week and receives between 1200 and 2500 hits per week. A Learning from Home tab was added for Covid-19 updates. I have uploaded the videos that were posted to facebook. I have added a new page for the Wellbeing Hub under the PBS & Wellbeing tab. It will be updated regularly as the Wellbeing Hub develops. P&C minutes and agenda are uploaded each term. An updated canteen menu was uploaded and Uniform Shop dates fir Covid-19.
- **Facebook** continues to grow in followers and posts receive between 500 and 5000 engagements. Whilst I still post a few local employment opportunities on the Facebook page, we are trying to direct people to the careers website for job vacancies instead. I am posting a link to careers site weekly. As well as good news posts about our students and staff, I post community announcements that could benefit our students or school community. The post regarding changes to the car park created a wave of complaints that got too much to reply to over the weekend and so it was taken down.
- I update the **electronic sign** weekly with important dates and events.
- I send an article to the **About Magazine** every month and contact the **South Coast Register** for all our big news stories. The About magazine this month is about our Learning from Home program.
- Parents and students are welcome to email me any out of school achievements for publicity.
- I continue to track publicity for each faculty, with the aim of covering each one at least once per term, some faculties receive multiple per term. This tracking sheet covers South Coast Register, About Magazine and Newsletter articles, Facebook and Website news articles and events.
- The African Children's Choir UBUNTU #3 has been postponed to the same time next year.
- I worked closely with Ruth and Renee and Education Change Makers on 2 promotional videos for VHS. You will find 1 on the home page of our website. The other is targeted at Year 6 into Year 7 students and will be shown at the Yr 6 open nights and will be sent to local primary schools later in the year. I am making enquiries about the videos being distributed to show on public screens in medical centres etc.