



## Plymouth Catholic Schools Trust Multi Academy Trust Notice 1701

### **TITLE: PURPOSE OF MULTI ACADEMY TRUST NOTICES**

Sponsor: COO

#### **Introduction**

1. During the 2016 focused inspection by OFSTED the quality and effectiveness of Plymouth Catholic Schools Trust (Plymouth CAST) internal communications was judged to require improvement.

#### **Purpose**

2. Plymouth CAST Multi – Academy Trust Notices (MAT Notices) are intended to create a communications channel for rapid dissemination of information and policy matters. Over time the library of MAT Notices will help provide a point of reference for all staff. The library will be published on the MAT Portal.

#### **Content and Format**

3. MAT Notices should not refer to confidential matters. They should be releasable under the Freedom of Information Act and the public domain.

4. This MAT Notice 1701 illustrates the format required.

5. Sponsors of MAT Notices should prioritise brevity and clarity. Attachments should be avoided. MAT Notices should only be release in .pdf format to prevent malicious editing.

6. A review date should always be set for cancelling the notice if appropriate. See footer.

7. MAT Notices are not for 'general' information such as advertising events. They should be reserved for key policy matters and executive business. Advice may be sought from the Plymouth CAST Office Manager Mrs Helen Moram.

#### **Release Authority**

8. Anyone can draft or sponsor a MAT Notice but release may only be approved by Plymouth CAST Board Chair, a Plymouth CAST Director or the Plymouth CAST CEO.

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