

Noticeboard

- [Build a Noticeboard](#)
- [Use a Noticeboard](#)

Build a Noticeboard

The noticeboard is the students' way to see what is happening at their centre; where they're supposed to be and when.

Position of the Noticeboard

- The noticeboard should be located in a place where the students often frequent e.g. foyer of classroom building, entrance to the canteen
- It should be placed in a safe and secure place i.e. locked overnight, safe from wind, not easily knocked over

Building the Noticeboard

Each noticeboard will have a clip in the groove on the side of the board. To assemble the noticeboard:

- unfold the 3 boards which are fastened together
- place the boards on top of each other, aligning the clips on top to the space below
- apply a gentle amount of pressure to the top of the boards to attach the top and bottom together

Use a Noticeboard

The Noticeboard must be updated daily so that students are informed about what they are doing, when and where they need to do it.

The notice board should contain the following information:

- Daily timetable for Group A and Group B, breaking down what each day's morning, afternoon and evening excursion and activities will be
- Student Lists for each class and workshops
- Emergency Reaction Plans and DSP posters
- Sign up sheets for activities

Notice boards should have the time table updated every day first thing in the morning to reflect the current day's schedule. They should be updated by an ANGLO Leader with the noticeboard signage which has been provided. Student lists should be replaced at the start of every turn and then updated as the turn continues to reflect any changes. Activity Managers should check the notice board once a day to make sure it reflects the correct information for the day. If the centre is missing any notice board signs or the board becomes damaged, ask your line manager to contact distribution@anglo.uk.com.

The Noticeboard box has all the signs for the Noticeboard, and pins for attaching the signs

Pins don't need to go through the laminated signs!

Only use dry-wipe pens on laminated signs. Foam signs must have additional information bluetacked to them