

Communications Summary

Communications Schedule

CEB Staff Newsletters (green)

- Sent periodically to CEB staff
- Includes internal news, updates and announcements
- Archived in the Knowledge Bank under [11. Communications](#)

Weekly Newsletters (blue)

- Sent weekly on Wednesdays
- Includes news from the Executive Director, announcements, policy updates, appointments, service area updates, funding opportunities, leadership opportunities, employment opportunities, news and events
- Archived on Schoolzine: <https://ceob.schoolzineplus.com/weekly-newsletter/archive>

Executive Director's Update to Principals (maroon)

- Sent periodically to Principals and CEB staff
- Only for urgent updates and announcements (eg. COVID and Principal appointments)
- Updates will be archived on Schoolzine approximately one business day after sending: <https://ceob.schoolzineplus.com/directorsupdate/archive>

DOBCEL Board Update (purple)

- Sent out periodically after Board meetings and policies are ratified
- Archived on the DOBCEL website: <https://ceob.edu.au/news/dobcel-updates>

Approval Process for Weekly Newsletter Content

To support staff in the timely publication of the Weekly Newsletter, the following is requested:

1. All newsletter items are to be submitted to the Directorate Member of your Service Area for authorisation.
2. The Directorate Member will forward the particular article to Emma Newman.
3. All Newsletter items are to be submitted to Emma by **midday on Tuesday**.

Thank you for your support.

Enquiries

For newsletter enquiries please contact news@ceob.edu.au