

## PTES 2020 Draft Communication schedule

PTES dates: 23<sup>rd</sup> March – 15<sup>th</sup> June

Week Commencing 02 March	<b>Staff Communications:</b> <ul style="list-style-type: none"> <li>Communication with school staff including launch and where and when resources school resources will be available</li> </ul>	LISTSERV <b>CC to TLSD HOTLS, List and Senior List</b>	SC&M & TLSD
w/c 9 <sup>th</sup>	<b>Staff Communications:</b> <ul style="list-style-type: none"> <li>Where resources are once live and information about response-rate sharing</li> </ul>	Listserv <b>CC to TLSD HOTLS, List and Senior List</b>	SC&M/TLSD
w/c 16 <sup>th</sup>	<b>Staff Communications:</b> <ul style="list-style-type: none"> <li>From April PTES Launches next week please support (wider NSS piece)</li> <li>Sharing of PTES sample data (Not Tokens)</li> </ul>	Staffnet  <b>TLSD HOTLS, List and Senior List ONLY</b>	TLSD & SCM  TLSD
<b>23<sup>th</sup> March</b>	<b>Student Communications:</b> PTES LAUNCH email sent on Tuesday 24 <sup>th</sup>	Email to sample Targeted portlet Digital Screens Screen savers	SC&M
<b>w/c 30 March onwards</b>	<b>Staff Communications:</b> Weekly response-rate data shared for onward dissemination INTERNAL ONLY	<b>TLSD HOTLS, List and Senior List ONLY</b>	TLSD
<b>EATER VACATION 23<sup>rd</sup> MARCH – MONDAY 20<sup>th</sup> APRIL</b>			
<b>APRIL</b>			
20 <sup>th</sup> April	<b>Student Communications:</b> <ul style="list-style-type: none"> <li>Reminder PTES still open</li> </ul>	The Post	SC&M
22 <sup>nd</sup> April	<b>Student Communications:</b> <ul style="list-style-type: none"> <li>1<sup>st</sup> Reminder Email</li> </ul>	Email reminder to non-completers	SC&M
<b>MAY</b>			

<b>(EXAMS 13<sup>th</sup> MAY – 15<sup>th</sup> JUNE)</b>			
5 <sup>th</sup> May	<b>Student Communications</b> • 2 <sup>nd</sup> Reminder Email	Email reminder to non-completers	SC&M
20 <sup>th</sup> May	<b>Student Communications</b> • 3 <sup>rd</sup> Reminder Email	Email reminder to non-completers	SC&M
<b>JUNE</b>			
8 <sup>th</sup> June	<b>Student Communications:</b> • PTES is closing soon	The Post	SC&M
11 <sup>th</sup> June	<b>Student Communications:</b> Final reminder to complete	Email to non-completers	SC&M
15 <sup>th</sup> June	<b>PTES CLOSSES</b>		