

Weekly Update for Schools

A document containing basic information and a link to some items on iPost is uploaded to the [homepage of iPost](#) every Friday, early afternoon.

If you would like to have an item that is on iPost added the Weekly Update then please complete the following and email to SSE@somerset.gov.uk before 12.00 noon on Friday for inclusion in that week's Weekly Update for Schools.

Title:

Audience:

Summary:

Contact:

Access: Public/Restricted to... (Delete as applicable. If restricted please add who it is restricted to, eg Headteachers.)

The following are optional:

For Action: Deadline

Additional Information:

There are 3 main areas in the Weekly Update:

- Statutory
- Non-statutory, with deadline
- Information

If the item concerns something Statutory then please state that in your email.

As the document link in iPost can be very long please hyperlink the document link to the title.

In case you haven't hyperlinked before (ignore this next bit if you have) all you need to do is:

- Copy the URL (**IMPORTANT: please do NOT use the link of the 'View Document Details' page to provide this URL, as it will then require login to view documents even if they are Public.** You can copy the URL of a document by right-clicking on its title and choosing the 'Copy Shortcut' option before pasting it as described below.)
- Highlight the words you want to hyperlink
- Right click and click on hyperlink in the drop-down list
- Paste the URL into the address box at the bottom
- Click OK

Please note: You can only ask for a document or News item to be included in the Weekly Update if it has already been uploaded onto iPost. If you need Contribute access to the Somerset iPost site which will allow you to upload your document/ News item, please go to the home page of iPost and click on the 'Request Access' tab immediately under the site banner, then complete the online form, making sure you tick the 'Contribute access required' button before submitting the form.