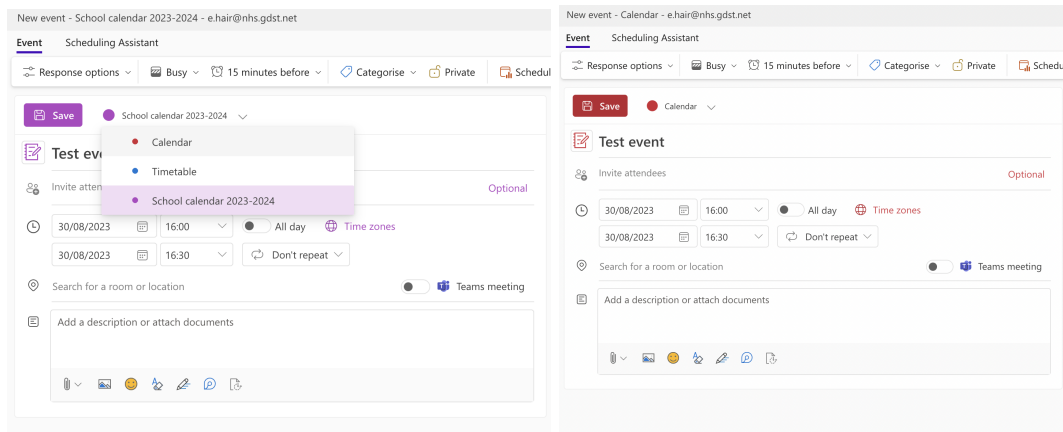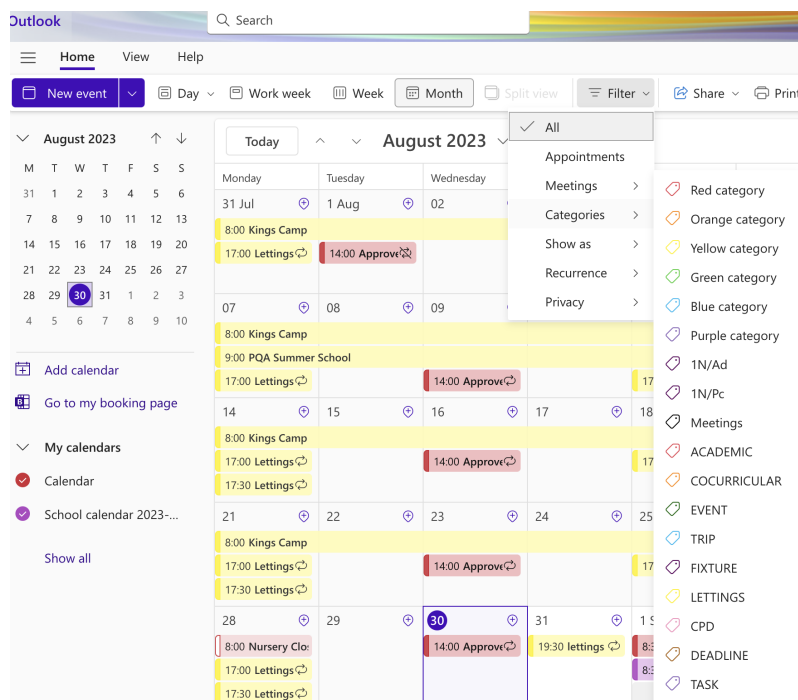To add events to your own calendar from the school calendar, right click on an event, select 'duplicate event', change to 'calendar' from 'school calendar' and hit save.

This will then show the event on your own calendar. You don't have to do this, you can view the school calendar as it is or filter events to reduce the amount you see.

How you work with the calendar will depend on your preferences but I am more than happy to sit with anyone 1:1 or in a staff group to go through the options so please do reach out.

To request that something is added to the school schedule, query a calendar entry or for any scheduling points please email scheduling@nhs.gdst.net. It is me that will respond to you but using this address will ensure it isn't in my main email inbox!

As always, I welcome staff feedback so please do keep me updated on how you are finding the adapted approach and I can tweak if appropriate!