



NEWSLETTER

POLICY

Rationale:

- The school newsletter is a vital communication link between the school and the wider community. It is imperative that the newsletter is accurate, informative and contains information that will mutually benefit both school and community members.

Aims:

- To positively promote the school, its activities, and the children.
- To inform the community with up-to-date information.
- To provide opportunities for community groups to promote appropriate activities related to children and education.

Implementation:

- The newsletter will be distributed each Wednesday.
- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by 9am each Wednesday.
- The newsletter will also be posted in PDF format on the school's website on the same day.
- Community articles that promote activities related to children and/or education will be encouraged.
- The principal reserves the right to exclude or modify any submitted article, as he/she deems appropriate.
- Generally, articles that encourage parents to consider enrolling children in other schools will not be included.
- School Council grants permission for paid sponsorships and advertisements to form part of the school newsletter, so long as they are appropriate for a school newsletter.
- Copies of the school newsletter will be emailed to principals of neighbouring schools.
- The principal will ensure that the format, presentation and content of the newsletter is reviewed regularly.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

May 2014