

NEWSLETTER POLICY

1. Rationale

1.1 The school newsletter is the most essential 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.

2. Aims

2.1 To positively promote the school, its activities, and the children.

2.2 To inform the community with up-to-date information.

2.3 Provide opportunities for community groups to promote appropriate activities related to children and education.

3. Implementation

3.1 The newsletter will be distributed fortnightly on Fridays.

3.2 The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by the end of morning recess each Wednesday.

3.3 Community articles that promote activities related to children and/or education will be encouraged.

3.4 The Principal reserves the right to exclude or modify any submitted article, as they deem appropriate.

3.5 School Council grants permission for paid sponsorships and advertisements to form part of the school newsletter, as long as they comply with the school's sponsorship policy.

3.6 Important notices for parents will be provided in a variety of languages where practicable to do so.

3.7 The Principal will ensure that the format, presentation and content of the newsletter is reviewed regularly.

4. Evaluation

4.1 This policy will be reviewed annually as part of the school's three-year review cycle. Ratified 27th October 2014.