



NEWSLETTER POLICY

Rationale:

- The school newsletter is an 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.

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 fortnightly on Thursday.
- 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 fortnight.
- 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 she/he deems appropriate.
- Generally, articles that encourage parents to consider enrolling children in other primary 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 comply with the school's sponsorship policy.
- Copies of the school newsletter will be made available to Neerim District Secondary College, Mary Beck Pre School, local businesses and non custodial parents who have requested it.
- The principal will ensure that the format, presentation and content of the newsletter are 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....