

POLICY: NEWSLETTER POLICY



1. PURPOSE

- 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.

2. AIMS

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

3. IMPLEMENTATION

- The newsletter will be available on the school's website each Thursday.
- A hard copy of the newsletter will be provided to community members on written request. A small number of copies are made available from the office.
- Written parental permission for inclusion of photographs of students is required and to be checked by the teaching staff or in some instances office staff before submission in the newsletter. Photographs presented in the newsletter cannot be amended or duplicated as they are protected by the appropriate software.
- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted electronically by Tuesday 4pm the week of the newsletter being available.
- 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.
- The Principal grants permission for paid advertisements to form part of the school newsletter. Payment and electronic version of the advertisement is to be received by Friday 4pm the week prior to the newsletter being available. The cost of a business card size advertisement is \$10 and a quarter page is \$20. Payment by cash, cheque or credit card with signature.
- The principal will ensure that the format, presentation and content of the newsletter is reviewed regularly.

4. EVALUATION

- This policy will be reviewed as necessary.