POLICY: NEWSLETTER POLICY

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.

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

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.
- 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.
- Government programs providing parent or children's services will be advertised at no cost.
- 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 quarter page advertisement is $20, ½ page $40 and full page $80. Payment by direct debit.
- The principal will ensure that the format, presentation and content of the newsletter is reviewed weekly prior to publication.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	9/5/2023
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal
Next scheduled review date	May 2027