

NEWSLETTER

POLICY

Rationale:

- 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.

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 Thursday to the youngest child in the family.
- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by 9am Wednesday.
- 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 newsletter will publish relevant articles for other local government schools.
- Copies of the school newsletter will be sent to local pre schools and included on the school's Webpage.
- The principal will ensure that the format, presentation and content of the newsletter is reviewed regularly.
- Paid advertisements will not be accepted, however sponsorships and donations to the school will be acknowledged.

Evaluation:

This policy will be reviewed in line with best practice and DEECD guidelines.