



# 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 published weekly.
- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by 9am Tuesday.
- The newsletter will be posted in PDF format on the school's website and school portal in Compass.
- 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.
- 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 at no cost.
- The principal will ensure that the format, presentation and content of the newsletter is reviewed regularly.

## EVALUATION

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

## REVIEW CYCLE

This policy was last updated in **XXXX** and is scheduled for review in **XXXX**.

**Endorsed by School Council in XXXX.**