



# 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 published fortnightly.
- The newsletter will be published by office administrative staff, with all items for inclusion to be emailed to the Newsletter admin by 1pm Tuesday of that week.
- The newsletter will be created using iNewsletter. The link for the newsletter will be sent to parents/guardians via Compass and is available on the school's website.
- 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.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2021
Consultation	Principal School Council
Approved	July 2021
Next scheduled review date	July 2024