

# 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 every Monday.
- The newsletter will be published by office administrative staff.
- A style guide will be developed which will ensure the fonts, headings, colours and layout etc used in the newsletter are consistent with each edition.
- The newsletter will also be posted in PDF format on the school's website on the same day.
- 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.
- 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.
- Important notices for parents will be provided in a variety of languages where practicable to do so.
- The principal will ensure that the format, presentation and content of the newsletter is reviewed regularly.

### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

**February 2015**