

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 students.
- To inform the community with up-to-date information.
- To provide opportunities for community groups to promote appropriate activities related to students and education.

Implementation:

- The newsletter will be distributed fortnightly on a Wednesday.
- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by the end of morning recess each Monday.
- 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 students and/or education will be encouraged.
- The principal reserves the right to exclude or modify any submitted article, as he/she deems appropriate.
- Generally, articles that encourage parents to consider enrolling students in other schools will not be included.
- 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 will ensure that the format, presentation and content of the newsletter is reviewed regularly.
- Parents are encouraged to receive their newsletter via email

Renewal and Approval:

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