



IRAMOO PRIMARY SCHOOL No. 5152

NEWSLETTER POLICY

Rationale:

The school and year level newsletters are the most essential communication links between our school and the wider community. It is imperative that the newsletters are accurate, informative and contain information that will mutually benefit school and community members.

Aims:

- To positively promote our school, the children, curriculum and special events.
- To inform the community of our school curriculum, teaching and learning activities, events, etc.
- To acknowledge achievements and contributions to the school community.
- To provide opportunities for community groups to promote appropriate activities related to children and education.

Implementation:

The school newsletter

- The school newsletter will be published electronically on Compass fortnightly on Wednesdays.
- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by 9:30am Wednesday morning.
- 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/advertisement, as they deem appropriate.
- School Council grants permission for appropriate paid sponsorships and advertisements to form part of the school newsletter, as specified below:

Flyers/pamphlets

\$30 ~ if flyers/pamphlets are provided

\$60 ~ if we are required to print the flyers/pamphlets

Community Notices

\$2.20 per line

Free of charge for non-profit organisations

- Hard copies of the school newsletter will be made available to members of the school community, on request from the office.

The year level newsletters

- The year level newsletters will be published electronically on Compass in the second week of each term.
- The newsletters will be prepared by the teacher leader.
- The newsletters will include information about curriculum, including specialist learning areas as well as general information about year level activities.
- Hard copies of the year level newsletter are available to collect from our school office.
- The school newsletter and year level newsletter are also available electronically at: www.iramoops.vic.edu.au
- The Principal will ensure that the format, presentation and content of the newsletters are reviewed regularly.

Evaluation:

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