



IRAMOO PRIMARY SCHOOL No. 5152
NEWSLETTER/YEAR LEVEL UPDATES
POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Iramoo Primary School on (03) 9741 2803 or iramoo.ps@education.vic.gov.au.

Rationale:

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

Aims:

- To positively promote our school and our students.
- To inform the community of our school curriculum, learning and wellbeing activities and upcoming events.
- To acknowledge achievements and contributions in our 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, at least twice a term 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 school newsletter is also available electronically at: www.iramoops.vic.edu.au

The year level updates

- The year level updates will be published electronically on Compass, every fortnight.
- The updates will be prepared by the teacher leader in collaboration with other teachers in the year level.
- The updates will include information about what students will be learning in English, Maths and Integrated Studies each fortnight. It will also include information on wellbeing activities, reminders about upcoming events and what parents/carers can do at home to help their child/ren succeed.

Evaluation

- The school will ensure that the format, presentation and content of the newsletter and year level updates are reviewed regularly.

Policy REVIEW and Approval

Policy last reviewed	April 22, 2024
Approved and ratified by	School Council
Next scheduled review date (3 years)	May, 2027