Birchip P-12 School is a Child Safe School
Newsletter Policy

Rationale
The school newsletter is the main 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. The school newsletter should celebrate student and school achievements.

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 relating to students and education in general.

Implementation
- The newsletter will be distributed each Friday.
- The newsletter will be published by administrative staff, with all items for inclusion to be submitted by close of business each Thursday.
- Community articles that promote activities relating to students and/or education will be encouraged.
- The principal reserves the right to exclude or edit any submitted article as he deems appropriate.
- The principal will ensure that the format, presentation and content of the newsletter is reviewed regularly.
- Parents are encouraged to provide an email address to enable newsletter distribution via email addresses. All newsletters will be able to be downloaded via the school’s website each week.
- The newsletter will be uploaded onto the SkoolBag app each Friday.
- Newsletters will be distributed to all families, neighbouring schools and regional personnel.
- Newsletters will be available from the local newsagency each Friday.

References
http://www.birchip.vic.edu.au/Newsletters.htm

Evaluation
The Newsletter Policy will be reviewed as part of the school’s ongoing three year review cycle.

This policy was last ratified by School Council on Thursday 16 June 2016

President, School Council

Principal

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