



St Gerard Majella School

Newsletter Policy

PREAMBLE

The School newsletter is an 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.

POLICY

The School will regularly publish a school newsletter 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, faith and education. Advertising will be limited to school families' businesses and community or non-profit organisations' activities.

VALUES

Community, Service, Justice, Truth, Excellence, Openness and Communication.

PRINCIPLES

- The newsletter will be distributed on a weekly basis. Where practicable, distribution will be via electronic means.
- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by midday of the previous Friday.
- 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.
- Copies of the school newsletter will be made available to Principals of surrounding schools, CES, our local Members of Parliament and Council, local newspapers.
- The Principal will ensure that the format, presentation and content of the newsletter are reviewed regularly.

EVALUATION

This policy is to be reviewed as part of the School's renewal cycle.

This policy was last ratified by School Board on 25 March 2015

Chair Signature