



St Brigid's Catholic School

New Norfolk

NEWSLETTER POLICY

RATIONALE

The school newsletter is an important 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 promote the school, its activities and its students.
- To inform the school community with up-to-date information.
- To provide opportunities for the school's parent groups to promote appropriate activities related to children, education and fundraising and social events.
- To share and celebrate the achievements of individuals, groups, classes and the school as a whole.
- To share knowledge and information that is relevant to the vision and mission of our school
- To share knowledge and information that is relevant to Catholic education or being a member of a Catholic school community.

PROCEDURES

- The Newsletter will be distributed fortnightly, usually on Thursday.
- The newsletter will be published by the Office Administrator.
- All items for inclusion are to be submitted to the School Office by 3.00 pm on the Wednesday before the newsletter is to be distributed.
- Community articles, which 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.
- The principal may give approval for paid advertisements to form part of the school newsletter.

- Copies of the newsletter will be made available to all St Brigid's Catholic School families, to Board Members, to non-custodial parents upon application, to the Catholic Education Office, and to businesses advertising in the newsletter.
- Parents may nominate to either receive a paper copy of the newsletter, sent home with their eldest child, or to access the newsletter on the school website each fortnight.
- The Principal will ensure that the format, presentation and content of the newsletter are reviewed regularly.

This policy and associated practices will be reviewed as part of the St Brigid's Catholic School policy review cycle.

**Implemented July 2008
Reviewed and amended October 2013**