



## NEWSLETTER POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Eaglehawk North Primary School 03 5446 8366.

### Rationale:

The school newsletter is a very 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:

1. To positively promote the school, its activities, and the children.
2. To provide the community with up-to-date information.
3. To provide opportunities for community groups to promote appropriate activities related to children and education.

### Implementation:

1. 'Our school newsletter, Whipstick Whispers, will be distributed each Thursday. Unless they request hard copies families will receive the newsletter electronically via School app.
2. The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by the day before.
3. The newsletter will be posted on our school website each week as well as the ENPS phone app.
4. Wider community articles that promote activities related to children and/or education will be encouraged. Staff will contribute items relevant to their area of the school as well as other areas of responsibility such as school curriculum and special events, these will be posted on School app.
5. The Principal reserves the right to exclude or modify any submitted article.
6. The school will endeavour to use the newsletter as a tool to develop and promote educational links within the Eaglehawk community.
7. Advertisements for personal gain, or not relating directly to school matters, may be included in the weekly newsletter at the discretion of the Principal.
8. Important notices for parents will be provided in a variety of languages where practicable to do so.
9. Copies of the school newsletter will be made available to the general community as required.
10. Privacy issues will be observed at all times and publication of students' full names will not occur.
11. The Principal will ensure that the format, presentation and content of the newsletter is subjected to regular review
12. The school community will be asked for annual feedback.

## Approval and review

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| <b>Created date</b>     | 31/01/2002                |
| <b>Consultation</b>     | Staff and School Council. |
| <b>Approved by</b>      | School Council and staff  |
| <b>Date Approved</b>    | 13/06/2023                |
| <b>Next review date</b> | 2026                      |