



## IRAMOO PRIMARY SCHOOL NO. 5152

# NEWSLETTER

## POLICY

### **Rationale:**

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

### **Aims:**

- To positively promote our school, the curriculum, the children and activities.
- To inform the community of school curriculum, activities, events, etc.
- To acknowledge achievements and contributions to the 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 distributed to the eldest child in each family fortnightly on Wednesday.
- 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 he/she deems 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

- Copies of the school newsletter will be made available to local newspapers and members of the school community.

#### **The grade level newsletters**

- The grade level newsletters will be distributed to all children in the second week of each term.
- The newsletters will be prepared by the grade level leaders.
- The newsletters will include information about curriculum, including specialist subject areas as well as general information about grade level activities.
- \* The fortnightly newsletter and grade level newsletters *are* also available electronically at: [www.iramoops.vic.edu.au](http://www.iramoops.vic.edu.au)
- \* All newsletters are translated into Karen and are available in hard copy and electronically.
- \* The Principal will ensure that the format, presentation and content of the newsletters are reviewed regularly.

### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.