



Newsletter Policy

RATIONALE

Vale Park Primary School's 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 is mutually beneficially to both School and the community.

POLICY

The School will publish a school newsletter fortnightly during the School Term 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 and education. Advertising will be limited to school families' businesses, state government institutions and community or non-profit organisations' activities.

PRINCIPLES

- The newsletter will be distributed on a fortnightly basis (Friday odd weeks) via Microsoft Sway. The Newsletter will also be made available via the Vale Park Primary School website.
- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by 12pm on the Thursday prior to distribution.
- Articles that promote activities related to children and/or education will be encouraged.
- The Editor &/or Leadership Team reserves the right to exclude or modify any submitted article, as he/she deems appropriate.
- The Leadership Team will ensure that the format, presentation, and content of the newsletter are reviewed regularly.

STUDENT PRIVACY

To protect the privacy of our student cohort, all classroom-based articles can only include photos of students (names are NOT to be used). All other articles (e.g., SAPSASA, Sport, Student Leadership etc) may utilise students' photo and their first name ONLY.

EVALUATION

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

Last Updated: 2022

Next Update: 2025

growing for the future...



Government of South Australia
Department for Education

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