



Newsletter Policy

RATIONALE

The Vale Park Primary 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 is mutually beneficial to both school and the community and reflects the positive attributes and culture of the school.

POLICY

The school will publish a newsletter in Weeks 1, 3, 7 and 10 of each school term. The newsletter will positively promote the school, its activities, and its students and will provide up-to-date information relating to children and education. Opportunities for community groups to promote their activities will be limited and subject to assessment with each publication, based on the volume of other content. Approved submissions will incur a fee, which must be paid upon invoicing before the item is included. All promotional materials must be submitted to the school email by 12pm on the Thursday before the newsletter's distribution.

PRINCIPLES

- The newsletter will be distributed on Friday of Weeks 1, 3, 7 and 10 via Microsoft Sway and made available via the Vale Park Primary School website.
- The Newsletter will be compiled by office administration staff, with all items to be submitted by 12pm on the Thursday prior to distribution.
- Articles submitted for inclusion must contain content directly relating to children and education and must not endorse companies, products opinions, or causes unless official endorsement exists.
- The Editor and/or Leadership reserves the right to exclude or modify any submitted article, as is deemed 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 students, any articles or photos will only include students for whom parental consent has been obtained. Student names will not be published in conjunction with images. All content will comply with the Information Privacy Principles and related to Department for Education requirements.

REVIEW: This policy will be reviewed annually.
Updated 26th May 2026.

growing for the future...



Government of South Australia
Department for Education

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