



# Werrimull P-12 School

## Newsletter Policy

### Rationale:

The school newsletter, known as The Pipeline, is the most essential 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 positively promote the school, its activities, and the student.
- To inform the school community with up-to-date information.
- To provide opportunities for community groups to promote appropriate activities related to students and education.

### Implementation:

- The newsletter will be distributed each Tuesday.
- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by 9am Tuesday.
- Articles should be emailed to the appropriate staff member with the title being 'Pipeline'.
- Community articles that promote activities related to student and/or education will be encouraged.
- The Principal reserves the right to exclude or modify any submitted article, as he/she deems appropriate.
- Important notices for parents will be provided in a variety of languages if requested.
- Copies of the school newsletter will be uploaded to the school website ([werrp12.vic.edu.au](http://werrp12.vic.edu.au))
- The Principal will ensure that the format, presentation and content of the newsletter is reviewed regularly.

### Evaluation:

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

This policy was last ratified by School Council in 2013