

NARRE WARREN NORTH PRIMARY SCHOOL

NEWSLETTER POLICY



PURPOSE

The school newsletter 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.

OBJECTIVE

- To positively promote the school, its activities, and the students
- To inform the community with up-to-date information
- To provide opportunities for community groups to promote appropriate activities related to students and education

POLICY

- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by the end of morning recess on the Tuesday before the newsletter goes out.
- The newsletter will be made available to parents via the Compass app fortnightly.
- The principal reserves the right to exclude or modify any submitted article, as they deem appropriate.
- The principal will ensure that the format, presentation and content of the newsletter is reviewed regularly.
- This policy will be reviewed as part of the school's three-year review cycle.

POLICY REVIEW AND APPROVAL

Policy last reviewed	02/03/2026
Approved by	Principal
Ratified by School Council	10/03/2026
Next scheduled review date	02/03/2029