Preamble

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.

Aims

- To positively promote the school, its activities, and its students
- To keep the community informed on matters related to the school and its operation
- To provide opportunities for community groups to promote appropriate activities related to students and education

Implementation

- A newsletter will be published by office administration staff twice per term
- Items for inclusion are to be submitted two days prior to publication
- Articles from the various areas within the school will be encouraged, [including articles from Houses, Domains, sport, careers and articles highlighting student achievement]
- Articles relating to specific events such as productions, musical evenings, arts/technology evenings and special assemblies
- Articles relating to specific excursions/incursions should be submitted by the teacher in charge of the excursion/incursion where appropriate
- Community articles that promote activities related to students and/or education will be encouraged
- The Principal reserves the right to exclude or modify any submitted articles as he/she deems appropriate
- Paid advertisements are permissible provided they meet the school’s Sponsorship Policy
- Copies of the school newsletter will be made available to principals or surrounding schools
- The format, presentation and content of the newsletter will be reviewed regularly
- The newsletter will be displayed on the Dandenong High School website.

Evaluation

A minor evaluation of the Policy will be undertaken annually and a major evaluation will take place every 3 years.

School Council Endorsement Date: 10th DECEMBER 2013