

Christ Church CE Primary School

Newsletter Policy

January 2018



Our School Mission Statement

Christ Church School is dedicated to providing a nurturing environment in which all children have the opportunities to reach their maximum academic and social potential. Excellent teaching, learning and relationships are at the heart of our school.

As a school, we are very proud of our newsletter. We try to make it as informative and interesting as possible and something for the whole family to read together. We value feedback about items you have enjoyed.

To ensure maximum readership the newsletter is sent home in paper copy to all families every Friday. Spare copies are always available in the school office throughout the week. Interested community members receive a weekly e mail of the newsletter and it is published on the school website every Friday.

Aims of the Newsletter:

- To share information with parents, carers and other interested stakeholders in the school.
- To alert parents to key events in the school calendar.
- To celebrate the learning and achievement of children in the school.
- To promote the ethos and values of the school.
- To give year group specific learning information to parents (back page).
- Space permitting, to provide a service to the school community in sharing school or family related information.

What can a family or community contributor include in a newsletter entry?

- Information that would be of interest or use to the school community related to such things as local events, parenting information or issues.
- Any adverts for the buying and selling of school, or school related, items.
- Notices about missing items for other families to look out for.
- Child related activities or adverts for childcare.

Please note that the responsibility for ensuring the advert is accurate lies with the contributor and not the school. The school bears no responsibility for the quality of merchandise and services offered within the newsletter or the accuracy of any description provided. It is incumbent therefore on those responding to adverts to do their own checking as to quality, including the taking up of references in relation to services being offered.

What it cannot include:

- Items that are not in keeping with the aims of the newsletter or the ethos or values of the school.
- Information that is not in keeping with equal opportunities or other statutory requirements for information sharing documents.
- Adverts for private companies, unrelated to the school

Please note that the school reserves the right to make decisions about what is included in each week's newsletter depending on space and appropriateness of item.

Contact for the newsletter:

Communications Manager, Judith Kelly: jkelly@chchchelsea.rbkc.sch.uk

All entries must be sent by the end of the Wednesday in the week that the newsletter is to be published.

Signed: *Avis Hawkins* (Head Teacher)

January 2018



Name of School	Christ Church Primary School
Policy review Date	January 2018
Date of next Review	January 2020
Who reviewed this policy?	Avis Hawkins, Partnerships Committee
Ratified by Governors	January 2018