



FLOREAT PARK PRIMARY SCHOOL COMMUNITY SPORTING GROUPS ADVERTISING GUIDELINES

Endorsed 27 April 2018. Review Date: March 2021

RATIONALE

Floreat Park Primary School has a close relationship with many community sporting groups and clubs in the local area. These Clubs rely on access to the School to attract new and previous members to their sports and Clubs, and many support Floreat Park Primary School branded teams.

Floreat Park Primary School actively supports students being involved in sports and local clubs. This guideline outlines how these groups and clubs can promote themselves within the School.

GUIDING PRINCIPLES

This guideline seeks to:

- Provide clear and consistent rules for Clubs to promote themselves within the School
- Ensure that all groups and clubs have fair and equal access.
- Ensure that parents do not receive too many emails and messages.

SCHOOL COMMUNICATION CHANNELS

Notice Boards

Floreat Park Primary School has two Notice Boards where flyers can be posted to:

1. Electronic flyers in pdf format can be posted on the School website on the Community Notice Board for Clubs. Please contact the School office or email floreatpark.ps@education.wa.edu.au to arrange an electronic notice to be posted: <https://www.floreatparkps.wa.edu.au/for-parents/community-notices/>

The information posted on the online notice board can also be included in the school newsletter.

2. There are three physical notice boards located outside the staff room, in the outdoor learning area, BER building and Pre-primary. Printed flyers may be posted there with permission from the School. Club representatives will need to enquire at the School Administration Office for instructions.

All information from both notice boards will be removed at the end of each term, or when no longer relevant.





School Newsletter

Flyers and club information are generally not included in the school newsletter. The School may, at its discretion, include notices in the newsletter that they feel are in the interests of parents. For example, this may include school representative sports, Department of Education supported sports programs, State based competitions, programs operated on school premises, etc.

The School newsletter is sent out electronically via Connect to the school community at the end of each term.

Clubs must include the Club name and a short description (max. 280 characters) about their club and a link to more information - this could be to the Club's website or to the flyer on the Community Notice Board. The School reserves the right not to publish information.

Connect messages

The school will, in general, not send out individual notices for Clubs via Connect.

Flyers

Printed flyers will not be permitted to be distributed directly to students or placed around the School, except for the designated noticeboards. However, with permission from the class teacher, Club representatives may request to place flyers in the classroom noticeboard.

Under no circumstances should flyers be posted on buildings, windows, walls and doors around the school.

Promotion at Assemblies

In general, promotion of Clubs at School assemblies is not permitted unless it is linked to a school program.

The School is happy to highlight outstanding student or team achievements. Please contact the School if you have an outstanding mention. It will be at the School's discretion as to whether they will make mention of any achievements at Assembly.

Opportunities to be involved in the School sports program

The School may, at its discretion permit Clubs to support the School sports program. Please contact the School for more information.





P&C COMMUNICATION CHANNELS

FaceBook

Floreat Park Primary School has a Facebook page run by volunteers of the P&C. Information can be emailed to communications@fppspc.com.au and will be posted at their earliest convenience. When requesting a Facebook post, Clubs need to provide the following information:

- A short 'blurb' for the Facebook post in TEXT. We will paste exactly what you have sent us into the Facebook post
- A link if applicable
- Image/s if applicable of type JPG, GIF or PNG, as an attachment to the email
- NOTE - we cannot upload a PDF document into a Facebook post and we are not able to create a post from the content of a PDF on your behalf

Class reps

Class reps should not be asked to distribute information.

