



## Distribution of Materials Policy

Any person submitting information or flyers to Rossmoyne Primary School expressly acknowledges responsibility for the information submitted and accepts full responsibility for its content and what it represents.

Rossmoyne Primary School will not treat any such information provided as confidential.

### Distribution Methods

1. Notice Board Only (1 Flyer – 1 Month)
2. Electronic Distribution – Community Notices in the next school newsletter
3. Manual Distribution of Flyers

### Electronic Submission

- All information/flyers provided to Rossmoyne Primary School must be received electronically in a high resolution PDF and must not be larger than A5. It is at the principal's discretion that the size of the document be shrunk or enlarged to suit the format of the distribution.

### Manual Distribution Submission

- All information/flyers provided to Rossmoyne Primary School must be received in clear printed format and must not be larger than A5.
- 17 separate bundles in quantities of 25 are to be pre-counted by the person submitting the information.

### Non-discrimination Statement

Rossmoyne Primary School opposes discrimination against any individual based on age, culture, disability, ethnicity, race, religion/spirituality, creed, gender, gender identity and expression, sexual orientation, marital/partnership status, language preference, socioeconomic status, or any other personal characteristic and will not allow any content to be distributed that does not comply with this statement.

### Non-Endorsement Statement

Rossmoyne Primary School distributes documents and flyers as a service to the community, students and families. Inclusion on the school grounds, newsletter or any other means of delivery does not imply any endorsement of these documents, activities or events. Furthermore, inclusion does not indicate that these forms comply with particular licensure or certification requirements.

### Fee Disclosure

The school receives an administration fee for processing and distributing such information. Further information on fees can be found herewith. Concessions can be applied for if you can provide proof that the organization that is advertising is a registered not for profit association. Discounts and concessions are given at the full discretion of the Principal.

### Withdrawal of information

Publication and distribution of any document is at the full discretion of the Principal. Should the Principal deem the document to be inappropriate, offensive or not pursuant with the school's ethos, he/she may deny distribution services.

## FEE SCHEDULE

- |   |                            |
|---|----------------------------|
| <b>1. Notice Board (no larger than A4)</b>  | <b>NO FEE</b>              |
| <b>2. Electronic Submission</b><br>- inclusion in the next school newsletter  | <b>\$50 per newsletter</b> |
| <b>3. One off Manual Distribution</b><br>- 25 flyers are distributed per class amongst students*<br><i>*Rossmoyne Primary School will only accept flyers that are pre-counted and bundled for classroom distribution.</i> | <b>\$65</b>                |

Concessions may apply to not for profit community organisations and fees can be discussed upon application.

Fees are subject to change without notice.

All student and parent information will remain confidential and under no circumstances will any information or contact details be released to any external party.

### **Conflict of Interest Policy**

Should an activity conflict the interest of the activities or services provided by the school, the principal has the right to refuse or deny access to the school's distribution service.

Next Review – 2022



## Distribution of Materials Application Form

### Distribution Method Options

- Notice Board Only** (1 Flyer will be displayed for 1 month, maximum 4 per year)  
 No Charge  
 Flyer received \_\_\_\_\_  
 Flyer posted \_\_\_\_\_ expiry \_\_\_\_\_
- Electronic Distribution** – flyer to be included in the Community Notices section of the next school newsletter (maximum 4 per year)  
 \$50 per newsletter  
 Next Publication: \_\_\_\_\_
- Manual Distribution of Flyers** (25 flyers are distributed amongst students in each class, maximum 4 per year, flyers must be pre-counted and bundled ready for distribution)  
 \$65 one off  
 Flyer received \_\_\_\_\_  
 Flyer distributed \_\_\_\_\_

Please attach a copy of the flyer when submitting this Application Form.

Payment must be received before returning this form. Our school's account details are BSB: 066 164 Account Number: 00900491.

Date of transfer: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

### To be completed by the applicant:

<b>Company:</b>	
<b>Contact Name:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Activity/Service Provided:</b>	
<b>I would like to apply to have the fee waived due to Not for Profit Status:</b>	<input type="checkbox"/> (further documentation may be required before your application can be reviewed/approved)

### Office Use Only: P/NFP

<b>Principal Authority:</b>			
<b>Payment Received:</b>		<b>Receipt Emailed:</b>	
<b>Distributed:</b>		<b>Expiry:</b>	