

Tips for School Newsletters

How often - Daily, Weekly, Biweekly, Monthly.

What day will the newsletter be sent home or to the web?

Length – one page, multiple pages.

Title – Instill a positive thought or image about the school.

Sell Ads to local businesses to support the expenses.

Post on the **web**.

Who will receive the newsletter?

How many **hard copies**?

Use **colored paper**.

Keep a folder on your computer for messages, articles, photos, etc.

How many **languages**?



Items to Include in Newsletters

Faculty Newsletters

Important Dates

Faculty meeting notes

Open House information

Sports schedule

Goals

Book review

Jokes

Birthdays of the week

Other meeting dates and times

Testing Information

Positive quotes

Schedule of events

Cartoons

Parent/Community Newsletters

Message from the principal – child development, parenting advice, parent-school partnership, current topics, goal setting, etc.

Emergency Closing/Inclement weather information

Students recognized for excellent grades and responsible behavior

Articles from staff members

Parent conferencing tips

Dates to remember

Contact information

Strategic plan

Mission statement

Volume/Issue/Date

Fine arts programs

Inside this issue

Parent's club meetings

Market Day

Parent/teacher conferences

Volunteers needed

Students of the month

Book fairs

Student council

Surveys

Prom

College scholarships

Healthful eating

Upcoming events

Introduction of staff

Vision

Yearbooks

Assemblies

Sports

Fundraisers

School pictures

Special event days

Collecting labels and box tops

Reading programs

Traffic safety tips

Technology

Science fair

Homecoming

Character Counts

Calendar