



**Rossmoyne Primary School
Distribution of Materials Policy and Application Form**

Distribution Method Options

- Notice Board Only (1 FLYER – 1 MONTH) (MAX 4 PER YEAR)**
 No Charge
 Flyer received _____
 Flyer posted _____ expiry _____

- Electronic Distribution – Community Notices (MAX 4 PER YEAR)**
 \$50 per newsletter
 Next Publication: _____

- Manual Distribution (maximum 4 per calendar year)**
 \$65 one off
 Flyer received _____
 Flyer distributed _____

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:

Company:	
Contact Name:	
Email:	
Phone:	
Activity/Service Provided:	
I would like to apply to have the fee waived due to Not for Profit Status:	<input type="checkbox"/> <small>(further documentation may be required before your application can be reviewed/approved)</small>
Distribution Policy received, understood and agreed.	
Sign :	Date:

Office Use Only: P/NFP

Principal Authority:			
Payment Received:		Receipt Emailed:	
Distributed:		Expiry:	

Distribution 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
3. Manual Distribution

Electronic Submission

- All information/flyers provided to Rossmoyne Primary School must be received electronically by 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.
- 18 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 provides these documents and forms 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 company 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 schools ethos, he/she may deny distribution services.

FEE SCHEDULE

- | | | |
|-----------|------------------------------|----------------------------|
| 1. | Notice Board | NO FEE |
| 2. | Electronic Submission | \$50 per newsletter |

Fees include:

1x Notice Board Document (no larger than an A4)
1x inclusion in the next school newsletter
20x flyers in the office for parents to collect if they wish for one month or until gone.

- | | | |
|-----------|------------------------------------|----------------|
| 3. | One off Manual Distribution | \$65.00 |
|-----------|------------------------------------|----------------|

Fees include:

1x Notice Board Document (no larger than an A4) for one month
25x flyers distributed per class amongst students*

**Rossmoyne Primary School will only accept flyers that are pre-counted and bundled for classroom distribution.*

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 with 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.