
MEDIA

RESPONSIBLE FOR REVIEW:	BOARD OF TRUSTEES
DEPARTMENT RESPONSIBLE:	SENIOR LEADERSHIP TEAM
DATE LAST REVIEWED:	JUNE 2017
NEXT REVIEW DATE:	JUNE 2020

Otumoetai College wants to ensure positive, accurate and timely information about the College is provided to the media.

1. Board matters in relation to Governance / Policies of the College will be referred to the Board of Trustees Chair or their delegate.
2. All contact with the media, in relation to the school, shall be through the Principal or the Publicity Officer under delegation from the Principal.
3. The Publicity Officer will consult the Principal on all media releases which involve students and which require media to be present on site.
4. When there are major items of community interest happening at, or affecting the school where the media are involved, where practical the Board members will be informed as soon as possible.

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Signature (BOT Chairperson)

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Date Ratified