

**MEDIA STATEMENTS**

**RATIONALE:**

That careful consideration will be given before any statements are given to the media regarding anything to do with the school.

**PURPOSE:**

- Direct ‘on the spot’ statements are not to be given to the Media. If necessary ask for a copy of any questions and say that someone will contact them at a later time/date.
- All media enquiries are to be directed to the Principal. Where this is not possible, or the enquiry relates to the Principal, enquiries are to be directed to the Chairperson of the Board of Trustees.
- Where appropriate the Principal will consult with the Chairperson before responding to a media enquiry.
- The chairperson will consult with at least one other Board member before responding to the media.
- Affected parties need to be advised of matters affecting them before information is released to the media.
- The Principal and Chairperson of the Board of Trustees will seek support from NZSTA if required.

**GUIDELINES:**

- Before any response is made, the Principal or Board of Trustees Chairperson will consider seeking legal advice.
- A written response is often the best option as it enables careful wording.

**Reviewed: Term 3 2016**

.....Chairperson, BOT

**Review date: Term 3 2019**