

Confidential - Parent Email

Dear Parents and Carers,

We are always striving to find the most effective and efficient methods of communication between school and home. In an effort to build upon this exploration we are seeking your assistance by providing your child’s class teacher with your email address.

By providing your email address it will assist in the timely communication of special messages such as awards, class happenings and possible ‘last minute’ information about specific class events.

Whilst we would greatly appreciate your support in this endeavour, we do understand some people’s reservations about disclosing their personal email address. **This request is totally optional.** However, if you are willing to be contacted by your child’s class teacher via email please complete the form below and return it to school as soon as possible.

Kind regards,

Robert Maccioni

Deputy Principal

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**CONFIDENTIAL – PARENT EMAIL**

Dear Class Teacher of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*I understand that my email address will be kept secure and confidential. It will only be used to convey important information to me about my child.*

My child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My preferred email address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_