

Parent Contact Details Letter

Coburg North Primary School
180 O'Hea Street, COBURG VIC 3058
Phone 03 9354 1660
Website: www.coburg-north-ps.vic.edu.au



6 February 2017

REQUEST FOR CONTACT DETAILS FOR PARENT REPRESENTATIVES

Dear Parents/Carers

In order to promote communication and to assist new families joining our school community, we have a Parent Representative volunteer to each class group. In order to develop the lines of communication between teachers and parents/carers, the Parent Representatives would like to obtain the contact details for each family in their class group.

Due to the Privacy Act, schools are not permitted to provide family details unless approval is given by that family. To assist the Parent Representatives in each class to communicate with you, please complete the details below and return to your class teacher as soon as possible.

Only provide details that you are willing to provide to the Parent Representative for your class group.

Coburg North Primary School respects the privacy of all families within the school community. We are aware that several families have silent telephone numbers and may prefer not to have any or all of their contact details given to the Parent Representative. These families may wish to contact their Parent Representative personally and make other arrangements so that they can be advised of class news or coming events etc.

Yours Sincerely,

Helen Zull
Principal

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- I would prefer to contact the Parent Representative for my class group personally
 I am happy to provide the following contact details to the Parent Representative for my class group

Child's Name _____ Class _____

Parent/Carer's Name _____

Address

Home Phone

Work Phone

Email address

