

## CLASS CONTACT LIST 2021

Hi Parents/Caregivers,

As part of opening the communication channels, a Class Contact List is established and distributed by the Parent Rep to the families who wish to participate.

**A list of contact details for families in your child's class is compiled and distributed ONLY to the members of that class.** A class contact list has shown to be of great benefit to parents. It provides a way for families to contact other children's parents to check details of events that maybe happening within your child's class, to organize school pick-up rosters and arrange weekend play etc. **However, it is Education Department Policy that names and other personal information cannot be compiled and distributed without the parent's permission.**

**This form is to obtain your permission to enter your name, phone number, e-mail details and information necessary to effectively communicate, onto your class list and into a P&C database.**

The P&C primarily relies upon e-mail to communicate with the school community. Contact details provided to the P&C will be held in a secure cloud-based database. The collection, use, and management of your personal information is governed by our Privacy Policy. This is freely available by contacting the P&C. If you **do not** want your contact details to be held by the P&C please email: [pandc@coorparooss.eq.edu.au](mailto:pandc@coorparooss.eq.edu.au)

**Any information collected and distributed in class lists is solely for the use of members of that class and is neither to be distributed to any other person nor used for any personal gain.**

Please neatly fill out the section below and leave it with your class teacher who will pass the completed forms onto the Parent Rep. If you have any questions, please do not hesitate to contact me.

Kind regards,

Leisa Whybird  
School Community Liaison Officer

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Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_ Is the child in this class the eldest at the school? YES NO

Parent's Name (Primary Contact) : \_\_\_\_\_

Additional Parent's Name: \_\_\_\_\_

Phone Number (Primary Contact): \_\_\_\_\_ (Additional): \_\_\_\_\_

E-mail (Primary): \_\_\_\_\_

E-mail (Additional): \_\_\_\_\_

Signature of Parent/s: \_\_\_\_\_

Please indicate if you would like both contacts to be included in all communication: YES NO