

3 September 2020

Dear Parents/Carers,

It is essential that our records are correct for every student, so we would appreciate you completing the details below and returning the form to the school as soon as possible.

These details are used in the event of an emergency to enable us contact the appropriate people when parents or carers are unavailable. In addition to this, we are continuing to use an SMS programme to contact parents when students are absent from school. Following roll call each morning the parent/carer of any student who has been marked absent will receive an SMS advising that the student is absent. This will alert parents/carers that the student has not arrived at school if they were expected to do so and also give you the opportunity to reply to the message with the reason for the student's absence when you are aware of the absence. Please ensure the correct mobile number is supplied for both parents. Please indicate below if you want the SMS to go to one or both parents.

We would also like to trial emailing information home rather than sending notes and would appreciate you supplying your current email address.

Thank you for your cooperation in this matter.

Brendan Maher
PRINCIPAL

STUDENT DETAILS

FIRST NAME: LAST NAME: YEAR:

FIRST NAME: LAST NAME: YEAR:

FIRST NAME: LAST NAME: YEAR:

PARENT / CARER DETAILS (IN ORDER OF PREFERENCE FOR CONTACT and TO RECEIVE ABSENCE SMS)

1. FIRST NAME: LAST NAME:

RELATIONSHIP TO STUDENT: MOTHER ☐ FATHER ☐ OTHER:

ADDRESS:

PHONE: MOBILE: WORK:

EMAIL ADDRESS: RECEIVE ABSENCE SMS ☐

2. FIRST NAME: LAST NAME:

RELATIONSHIP TO STUDENT: MOTHER ☐ FATHER ☐ OTHER:

ADDRESS:

PHONE: MOBILE: WORK:

EMAIL ADDRESS: RECEIVE ABSENCE SMS ☐

EMERGENCY CONTACT DETAILS (IN ORDER OF PREFERENCE FOR CONTACT)

1. FIRST NAME: LAST NAME:

RELATIONSHIP TO STUDENT:

PHONE: MOBILE: WORK:

2. FIRST NAME: LAST NAME:

RELATIONSHIP TO STUDENT:

PHONE: MOBILE: WORK: