



CPC-7 • CENTRE FOR HEARING IMPAIRED • SPECIAL CLASS • PLAYGROUP

23/3/16

Dear Parent/Caregivers,

Elizabeth Park Schools– Parent / Caregiver Notification.

Parents/Caregivers are advised that the school will be using Mobile phone Short Message Service (SMS) to send text messages to parents notifying unexplained absence.

From **3/5/16**, parents will be informed by mobile phone Short Message System (SMS) each time their child is away from school. At Elizabeth Park School, student attendance is a high priority. We know that students who attend regularly are more likely to be successful. To improve our attendance procedures, we will be informing parents/caregivers about any unexplained absences for their child. The school expects parents/caregiver to contact the school in advance if they know their child is to be absent.

From **3/5/16**, an SMS text message will be automatically sent to the mobile phones of parents explaining that our records show that your child is absent from school. The message will read as follows:

Elizabeth Park School records show Jennifer Smith is absent MON 23/5/16. Pls reply SMS student name/absence reason/abs date

The message will arrive on the phone displaying the number, **"0426016460"**. Parents should store this number in their mobile phone under **"Elizabeth Park School SMS/ Absence Number"** so that when the message arrives, the parent is aware the message has come from the school. Parents can then reply, preferably using SMS, or by phoning the school office or by sending a diary note with their child on return. Alternatively simply press the reply option on your mobile phone when you receive a message from the school and add your son or daughter's name, year, date of absence and the reason they are absent or late.

If your child is absent and a reason has been provided, then you will not receive an SMS.

As part of the process of trialling this exciting new system, the school is seeking your assistance. We already has an extensive list of parents mobile numbers, however we would like to make sure our records are fully up-to-date.

So if your number/s have changed, please write it in the box below and **return by Friday 1st April 2016 to the front office.**

Thank you for your assistance and co-operation, we look forward to improving our communication with you.

Parent name: _____

Child's / family name: _____

New phone number/s: _____

Thank you for updating you contact details

Patrick Moran

Principal