28 March 2013

Dear Parents

It has become increasingly apparent that email is an effective means of communicating information to parents about events within our school community. I would like to assist the Parents’ and Friends’ Association (P&F) and facilitate email as a means of communication by Year Parents to the Year groups across the school.

To this end, I am proposing that parents be able to “opt out” of inclusion in a Year Group email group by replying to this email (or admin@saints.nsw.edu.au) to confirm you do not wish to receive the information.

The circulation of the family email details from the school to Year Parents would be on the understanding that:

1. The email group is only held by the designated Year parents;
2. Emails are sent with as a blind copy (“bcc”) to other members of the Year group;
3. The email contact is used solely for the purpose of circulating information relevant to P&F activities within the Year group and not for personal or commercial use; and,
4. Once the group is set up and in the hands of the Year Parent, you can opt out of the group at any time by notifying the Year Parent by return of email.

I trust this approach will assist with the organisation of the many activities undertaken by the P&F and co-ordinated by Year Parents.

Yours sincerely

[Signature]

Dr Peter D Miller
Head of College