



170 Glen Iris Rd Glen Iris Victoria 3146
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4 December 2018

Class Contact Lists

Dear Parents and Guardians,

At the beginning of every school year a Class Contact list is compiled for each class at Glen Iris Primary School. This list is then distributed to the Class Representative, and to the parents in the class. This enables us to communicate events and social activities occurring in the classroom and wider community, and enables classmates' parents to contact each other.

The details distributed in the class list are as follows: student's and parents' names, parents' phone numbers and parents' email addresses.

You may choose to opt out and not have your contact details included in the class list. You may also choose to only provide certain contact details, e.g. only one parent's name and email.

If you would like to **opt out** of the class contact list, or limit the information provided, email the office at glen.iris.ps@edumail.vic.gov.au.
If you are happy to have your details included, **you don't need to do anything.**

The school works closely with the Parents Association and the Class Representatives to ensure that the information collected will not be used for any purpose other than outlined above, and will not be used as a means of soliciting work, nor is the list to be distributed to anyone outside the school community.

Yours sincerely,

Garry Collins
PRINCIPAL