

RED BOOK

Your School Directory

cbps.pandc.redbook@gmail.com

Welcome! At the beginning of each academic year and again at the start of Semester 2, City Beach Primary School **P&C Committee** collect or amend contact information from the parents/caregivers of each year group to form a school directory, we call it the '**Red Book**'. The contact information collected includes all or some of the following: names, addresses, phone numbers, email addresses, au pair etc. This information is provided voluntarily by you as the parent/caregiver and is **not** provided to the P&C Committee by the school.

You can choose to provide all of your information, part of it, or none at all. The primary purpose of use is for members of the P&C and its sub committees to communicate with the parent community about P&C matters (social and fundraising events and community programs), generally, via their class reps or in some cases directly eg. Treasurer-related matters (uniform shop purchase reconciliation) or parent contact regarding a canteen order made via QuickCliq. Contact information is used for school purposes only and following is a list of guidelines for the use of this information.

Personal Use:

- The information may be used by parents/caregivers to inform or arrange private gatherings unconnected to City Beach Primary School eg. Child's birthday party; play dates etc.
- Parents/caregivers may send personal event emails between themselves using the information.
- Please **avoid** forwarding chain mail, jokes, photos or general emails.
- The lists are **not** to be used for business purposes.

Class/year group Use:

- Class Reps circulate information from P&C meetings and teachers; reminders about class excursions, dress-up days, assemblies etc
- The information may be used by parents/caregivers to inform or arrange class/year group gatherings eg. beach BBQ or picnic

Please note when sending emails to more than one person, it is important that they are sent as '**BCC**' (blind carbon copy) and not 'To' or 'CC'.

We ask any parents/caregivers who receive correspondence that they believe contravenes the guidelines to contact their Class Rep with a copy of the correspondence and, if required, it will be escalated to the P&C Executive Committee and dealt with appropriately.

Amendments to the Red Book can be communicated via cbps.pandc.redbook@gmail.com or directly to the Red Book Liaison or Class Rep.

Red Book Liaison – Anna Dunstan (William - Yr4, Georgia - PP)
0419 582 489