

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** – with the help of Class Reps, 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, and you may opt out at any stage by contacting the Red Book Liaison or Class Rep. 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. 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 or business-like 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 – TBA