

Dear Parent/Caregiver

The school is introducing a new system for 2009 where parents will be sent an SMS message to their mobile phone whenever their daughter is absent or late to school. This system will be replacing the current Truancy Call program.

The aim is to contact parents quickly to keep them informed if there is an issue with arrival at school. Parents can reply to the SMS or ring the school to explain the absence. If a parent believes their child is at school we can investigate the matter further. This is a safety issue and we believe that most parents will appreciate this service. As an added bonus, the school will be able to use this system to inform parents of special events and notices such as athletics/swimming carnivals, parent-teacher evenings, P&C meetings and Information evenings.

In order to implement such a system successfully, the school needs to ensure accurate and verified mobile phone contact numbers for parents. Parents are asked to nominate the mobile number they would prefer for text messages. Parents are also asked to inform the school promptly of any changes to phone numbers. Parents who do not wish to be contacted via an SMS message to their mobile phone have the option of receiving a printed summary of unexplained absences each fortnight. Naturally, the school prefers to contact parents via an SMS message, as this will provide much more timely and useful information than a fortnightly printout.

To commence the process I request all parents complete the following form and return it to the school **no later than 15 December 2008**. Please ask your daughter to hand the form to the office or post it to the school.

Thank you for your cooperation.

Mia Kumar – Principal  
3 December 2008.

**PLEASE FILL IN AND RETURN NO LATER THAN  
15 DECEMBER 2008.**

**SMS Parent Notification System – Collection of Parent Contact  
Details**

Please select one of the options below by placing a tick in the appropriate box and completing contact details as necessary. Please sign the form in the space provided to assist in verifying this information.

Student Name/s: ..... Year:  
.....

Parent/Caregiver ..... Name/s:  
.....

I would like the school to contact me via an SMS message regarding my child's attendance and to inform me of any special school events and notices on the following mobile phone numbers:

Mobile 1 (1<sup>st</sup> preference): .....

Mobile 2 (2<sup>nd</sup> optional backup number): .....

I do not wish to be contacted via SMS

Parent/Caregiver ..... Signature/s:  
.....

**Privacy Notice**

*The information provided above is being obtained for the purpose of notifying parents/caregivers of their child's attendance and any special school events or notices concerning their child. These details will be stored securely and used only by Burwood Girls High School for the purpose of making this contact. Provision of this information is voluntary. If you do not provide all or any of this information then you will be informed of your child's attendance via a fortnightly computer printout. You may correct any personal information provided at any time by contacting the school in person, in writing at the above postal address, by ringing 9747 3355 or by faxing the school on 9744 2797.*