Dear Parents/Guardians,

Re: New Process for Notices

The MECS Administration team considers communication between home and school vitally important and it is for this reason that we have been reviewing our communication system for notices being sent home to families via their youngest student.

We feel that it is time to embrace the technology we have available to us and in the process save valuable resources. **We would like to introduce a process of emailing all notices directly home starting in Term 3, 2013.**

We believe that there are many advantages using this new process, including:

- Notices will not get lost by students and will be delivered in a timely manner directly to the parent(s). Especially useful in the instance of student absence.
- Providing paper copies of notices requires time and resources, while emailing this same information achieves better results and models to our students a more appropriate, responsible and environmentally friendly behaviour pattern.
- The MECS community will benefit from cost savings and improved communication.

This emailing system has been used in the Senior Section of the school for the last couple of years and has received very positive feedback from families.

We understand that not all families will be able to take advantage of this method of communication and in this instance families who do not have access to email will still receive paper copies sent home via their students. **While we encourage as many families as possible to get involved with the new system we understand that this is not always the preferred method of communication.**

The purpose of this letter is to confirm your email details (see over) we have or request this information if we do not have it on the school database; and give you the opportunity to “Opt Out” if you prefer to receive hard copies. Please complete this form and return it to the school office by **Friday 21 June**. If this “opt out” section is not ticked, or the form is NOT returned, we will assume you are happy to be part of this new emailing system and the details we have on our database are correct.

We also hope that you have made use of the improved MECS website www.mecs.vic.edu.au which has the up to date information on all our events and activities, and stores copies of all the notices that are currently sent home with your child.

**Please note that the Newsletter will continue to be sent home via your youngest student.**

Should you have any queries relating to this letter please do not hesitate to contact Paula Rudge through the office or email her directly on the following address - prudge@mecs.vic.edu.au

Yours sincerely,

*Christine Paech*
*Office Manager*
Please note that this form only needs to be returned if families are updating their email addresses or “opting out” of the email system.

I, __________________________ __________________________, as guardian/parent
(please insert relevant parent/guardian name above)
of __________________________________________ confirm that:

1. The following email address / addresses are correct:
   __________________________________________
   __________________________________________

2. If these addresses (above) are NOT correct please make the following changes:
   Mother’s email: __________________________________________
   Father’s email: __________________________________________

☐ After careful consideration I/we would prefer NOT to use the email system at this point in time for the following reasons:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Please note: filling in the above section is not compulsory but may assist us in refining our system to meet your needs.

Please be aware: this is an “opt out” system. If the completed form is NOT received at the office by Friday 21 June 2013 notices will automatically be emailed home from Term 3.

Parent/guardian signature ___________________________ Dated: ___________