

Houghton Valley School - Class Telephone Tree (Voluntary)

To make communication between families a little easier, our Home & School Group has suggested that each class have available a list of contact details for each child in the class. This list will be distributed to families within that class. We appreciate that some families may have concerns about privacy and may not want their contact details freely available, so being included on the lists will be completely voluntary.

1. Child's Name: _____ Room: _____
2. Child's Name: _____ Room: _____
3. Child's Name: _____ Room: _____



I give permission for my home phone number & email address to be published on a school class list.

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Parent Signature: _____ Home Phone No: _____

Email Address: _____ Please return to the office by Friday, 1st April 2011

I wish to also be included on the Home & School email list (please tick) : Yes No

EMAIL CONTACT FOR CLASSROOM TEACHER USE

It is very helpful for classroom teachers to have access to an email address to contact parents. This will be used to send information, such as trip details or certain changes to the school term. It will also be an avenue for parents or teachers to contact each other regarding non-urgent concerns and requests. As it is often difficult to see teachers in person before and after school or reach them by telephone, this method could allow more needs to be met. Please list more than one address if necessary.

Child's Name: _____ Room no: _____ Email Address: _____
