

## NOTE FOR CLASS REPRESENTATIVES

### Procedure for making contact with class parents and creating/updating parent contact list

- The Class Representative asks the **Head Teacher** to e-mail all class parents on his/her behalf.
- This e-mail to parents will include:
  - an **introductory note** to parents from the Class Representative (see template below)
  - the Class Representative's **name and e-mail address**
  - an **Excel information form** that parents are invited to fill-in with their contact information (on a voluntary basis)
  - a **Data Protection Charter** for parent-representatives
- Parents are invited to return the completed Excel information form **to the Class Representative directly**.
- The Class Representative **collects the parents' contact information** and creates/updates the parent contact list.
- The Class Representative sends the **final parent contact list** to all parents on the list.

## ANNEX

### **Template note to parents from their Class Representative to create/update parent contact list**

*To be personalised with your own contact details and translated as necessary.*

Dear Parents,

I am reaching out to you as your current Class Representative. Welcome to the new school year!

Class Representative elections will be held shortly to choose this year's representatives. In the meantime, I remain your contact person for any class issues.

I would like to update the parent contact list, which will then be circulated to the parents of the class.

You are invited to fill in the attached Excel information form with your contact information and to return it to me **[NAME + EMAIL address]**.

Please note that there is no obligation to provide your information or all the information requested. The information is purely to enable parents to communicate amongst each other regarding school/class matters as is detailed in the form.

Thank you for your time.

Kind regards.