



KIPPA-RING STATE SCHOOL

Student Contact Details Update

Please complete the details below and return to the school Administration Office for records to be updated.

For finance and newsletter correspondence please add your current email. For **Notification of Student Absences** using Mobile Phone Text Messages the 1st Parent/Guardian/Carer will be notified, please enter your current mobile phone number.

CHILD/CHILDREN'S NAMES

SURNAME	GIVEN NAMES
1.	
2.	
3.	
4.	
5.	

PARENT/GUARDIAN/CARER DETAILS

1 st Parent/Guardian/Carer – Notification Via TEXT	2 nd Parent/Guardian/Carer
Mr/Mrs/Ms/Miss Surname: _____	Mr/Mrs/Ms/Miss Surname: _____
Given Names: _____	Given Names: _____
Address: _____	Address: _____
Postcode: _____	Postcode: _____
Home Phone: _____	Home Phone: _____
Mobile Number: _____ <small>(This mobile will receive notifications via text message)</small>	Mobile Number: _____
Work Phone: _____	Work Phone: _____
Email: _____ <small>(This email will receive newsletter and finance correspondence)</small>	Email: _____

BILLING DETAILS: Parent/caregiver will receive invoices via email. If Fee Allocation is to be shared between parents, please contact the Office for further information.

EMERGENCY CONTACTS (NOT PARENTS/GUARDIAN/CARERS LISTED ABOVE)

Please ensure that the emergency contact names you provide are people you feel are totally trustworthy to collect your child from school if you cannot be contacted. A friend, neighbour or relative may be your choice but **it is important you check that they are willing to be recorded on your child's records as an emergency contact**.

	Contact 1	Contact 2	Contact 3
Name			
Relationship			
Home Phone			
Work Phone			
Mobile Phone			

Parent Name: _____ Signature: _____ Date: _____

School Newsletter – Insert

Audience: Parents / Guardians

Purpose: To explain the introduction of the new text messaging communication system, including the benefits to parents and seek their cooperation in sending & responding to text messages and updating their mobile phone numbers)

Kippa-Ring State School SMS messaging and Attendance

From 16/2/15, parents will be informed by mobile phone Short Message Service (SMS) each time their child has an unexplained absence.

At Kippa-Ring State School, **student attendance** and **safety** is a high priority. We know that students who attend regularly are more likely to be successful and safe.

To improve our attendance procedures, we will be advising parents/caregivers about any **unexplained absences** for their child. The school expects parents/caregiver to contact the school in advance if they know their child is to be absent.

From 16/2/15, an SMS text message will be automatically sent to the mobile phones of a parent explaining that our records show that your child is absent from school. The message will read as follows:

Kippa-Ring SS records show Jennifer Smith is absent MON 25/3/15. Pls reply SMS student name/absence reason/abs date

The message will arrive on the phone displaying the number, “**0427016460**”. Parents should store this number in their mobile phone under “Kippa-Ring State School” so that when the message arrives, the parent is aware the message has come from the school.

Parents can then reply by pressing the reply option on your mobile phone and add your son or daughter’s name, year, date of absence and the reason they are absent or late.

e.g. Steven Scott, Year 11 was sick yesterday (Tuesday 15th November)
Text version = “Steven Scott yr11 sick tues 15 nov”

OR by phoning the school office or sending a note explaining the absence.

Once we fully implement **Messageyou** for absences, some of the other uses could include notification of:

- Announcements or reminders of meetings or forthcoming events
- Band/Choir/Music lesson Reminders
- Broken down or delayed School bus
- Reminders to volunteer workers

Updating Parent Mobile Phone Numbers

As part of the process of implementing this exciting new system, the school is seeking your assistance. We already have an extensive list of parent’s mobile numbers; however we would like to make sure our records are fully up-to-date.

At your earliest convenience – and **before 12 February 2015**, please telephone the school or complete the attached form to update your family’s mobile phone numbers.

Thank you for your assistance and co-operation. We look forward to making this exciting transition, and to improving our communication with you.