



# Stamford Green Primary School



## Acceptable use of contact details given to the PTA

At Stamford Green Primary School, the PTA (Parent Teacher Association) may, with your permission, collect information relating to the contact details of the parent/carer of the children in the school.

The contact details usually consist of:

Name of child, name of parent/carer, contact telephone number and email addresses.

Contact lists for each class are collected, collated and distributed to all members of the class by the class PTA representative. The information will be kept securely and all reasonable measures will be taken in ensuring that the data does not get lost or stolen.

Parents are under no obligation to give any or all of their contact details. (E.g. some parents/carers may choose to give only their email address as a source of contact.)

### Acceptable uses of parent contacts

- PTA Class Reps will contact the parents/carers on the contact list several times throughout the year. This contact will be related to PTA business.
- PTA class reps will advise parents of upcoming PTA events, such as the Summer Fun Day or Race Night. Class Reps will detail when tickets are on sale or ask for specific help e.g. helping set up an event or running an event.
- PTA Class Reps will contact members of the class in case of school closure, e.g. due to snow.
- When emailing, to a group, the author of the email will 'BCC' the contacts, so that all contacts will be kept private.
- Parents may use the information from the PTA list to help source missing jumpers etc.

### Unacceptable uses of parent contacts

- It is unacceptable for the contact information to be used for any matter that is not related to PTA business.
- Any communication regarding school matters should be addressed to the school office, class teachers or the Headteacher/member of the Senior Leadership Team, in the appropriate manner.
- If any parent feels that there has been email communication which has been in breach of this agreement, the matter should be passed on to the Headteacher, who will look into the issue raised.

**By giving the PTA Class Representative their details, for the purposes of PTA business only, parents agree to adhere to the acceptable uses laid out above.**

**Thank you for your cooperation with this matter.**