



St Michael's School
North Street
PO Box 126
NOWRA NSW 2541

Phone: (02) 4421 3630
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Dear Parents

St Michael's Primary School has a Defence School Transition Aide (DSTA), Mrs Maryann Tweed who provides additional support to students to ADF Families.

One of the valuable services that Mrs Tweed is able to offer as part of her duties is providing a communication link between children and families of ADF personnel in our school community. The service is as follows:

The DSTA has designated time each week to assist children of ADF personnel to communicate with the parent who is deployed away and absent from home. This contact may be facilitated through email or written letter. The DSTA will receive approval from parents for this communication to occur prior to children being invited to participate.

In addition, if requested the DSTA will provide copies of the proposed correspondence to the spouse/partner "at home" and gain their approval before sending it to the ADF member deployed away from the local area.

Please indicate on the form below your approval for this communication link to take place and your preference for the method of the communication as the options provide.

If you have any questions in relation to this matter please contact Mr Christopher Paton (Principal) or Mrs Maryann Tweed (DSTA). We hope that your family takes up the availability of this valuable and personal communication link.

Yours Sincerely

Christopher Paton (Principal)

Maryann Tweed (DSTA)

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TO: Mrs Tweed

Communication Link for ADF Families – Agreement Return Notice

Family Name: _____ Student's Name/s _____

Student's Name/s _____

The approval of written communication link has four options (Please circle your preference):

- 1 Email only to deployed parent
- 2 Email a copy to 2 email addresses eg mother and father
- 3 Email only to parent at home and when approved (be return email to DSTA) the email is then sent to deployed parent from the school's computer
- 4 Only craft/cards/written letters sent home & posted by family to the deployed parent.

The date this service begins: _____ Parent Signature: _____

Email Addresses (Mother) _____

Email Addresses (Father) _____

Communication Link Email Service will begin: ____/____/____.

Comments: _____