8th May 2012

Dear Parent / Caregiver,

Education Queensland schools have been changing over to a new school management system progressively since 2008. OneSchool is the name of the management system and we, along with approximately 700 other schools during the Easter holidays, have had our financial management system integrated into OneSchool.

This has meant some changes to our internal financial processes and one of the improvements is that schools will now be able to issue electronic invoices with BPAY details for most things. This will save parents the hassle of having to come into the school office to pay accounts.

For this process to work most effectively we need to **update our email contact lists for parents**. Please complete the slip at the bottom of this letter and return to the office at your earliest convenience. You could also contact the office via phone and provide these details if it is easier for you.

Regards,

Pete Keen
Deputy Principal

Student name: ____________________________

Parent / Caregiver name: ____________________________

Email address: ____________________________

Phone number: ____________________________