



HIGH IMPORTANCE! E-MAIL ADDRESS REQUEST

<i>Date note distributed:</i>	Tuesday 5 th December
<i>To:</i>	Parents/Guardians of P - 6
<i>Response Required: YES/NO</i>	YES (return to class teacher)
<i>Return form & payment due by:</i>	Friday 8 th December
<i>Staff member in charge & e-mail addresses:</i>	Nikki Virtuoso virtuoso.nicole.b@edumail.vic.gov.au

This year OSPS will be e-mailing December reports to parents, therefore it is highly important that

- 1) We have up to date e-mail addresses from every parent/guardian (or double check it is correct).
- 2) Each parent/guardian has the OSPS official communication app "flexibuzz". Flexibuzz can be downloaded from <http://www.flexibuzz.com.au/au/school-app/>

TEST E-MAIL

- An e-mail titled "TEST" will be sent several days prior to the final report e-mail (there is no need to reply to this e-mail).
- A flexibuzz will be sent to notify all parents/guardians when the "TEST" e-mail has been sent.
- If you do not receive the test e-mail (PLEASE REFRAIN FROM RINGING THE SCHOOL) please e-mail **virtuoso.nicole.b@edumail.vic.gov.au** so that we can obtain your correct e-mail address.

REPORT E-MAIL

- The reports will be e-mailed during the last week of school.
- A flexibuzz will be sent to notify all parents/guardians when the "REPORT" e-mail has been sent.
- If you do not receive your child's 'REPORT' e-mail (PLEASE REFRAIN FROM RINGING THE SCHOOL) please e-mail **virtuoso.nicole.b@edumail.vic.gov.au** so that we can obtain your correct e-mail address.

Note: Please make sure your e-mail inbox isn't full and remember in future to notify the office of any changes to your e-mail address. If the TEST e-mail or Report e-mail bounces back to OSPS, we will endeavour to contact you to ensure you receive the e-mail.

If you have any questions, please feel free to contact me.

Nikki Virtuoso
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