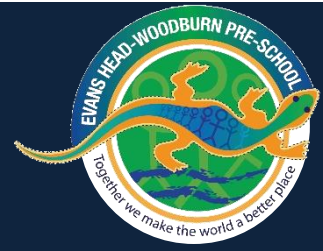


# Correspondence Procedure



Review Date: 28/11/2025

## Introduction

A high volume of correspondence passes through the centre.

Well maintained records enable the service to function efficiently and contribute to transparency and accountability.

## STEP 1

Emails are opened the Nominated Supervisors.

Only the Nominated Supervisors or an executive committee member will open mail. They will initial items received by post.

## STEP 2

Significant emails will be moved to "Correspondence Register" folder in the gmail application.

Post mail will be scanned, emailed & added to the correspondence register folder in emails.

## STEP 3

Significant correspondence leaving the service will be sent to the correspondence folder & 'cc' [evansheadwoodburnpreschool@gmail.com](mailto:evansheadwoodburnpreschool@gmail.com) to file.

### Qualification/Explanation:

**Significant mail/emails** include, but are not restricted to:

- Directives, responses, requests between the centre and funding, governing and regulatory bodies
- Correspondence which may shed light upon or contribute to any issue of importance (legal or otherwise).

**Significant mails/emails** do not include:

- Invoices or other financial records which already form part of our financial files/folders;

- Newsletters or publications
- Fundraising material
- Junk mail
- Other material judged to be of a trivial nature which does not require filing.

**President's Name:** .....Narissa Cuskelly.....

**President's Signature:**

.....

**Date:** ...28...../...11...../...2023.....

**REVIEW DATE:**

.....28/11/2025.....