

22 July 2025

**Re: Introduction to CESA eForms**

Dear Parent / Caregiver,

We are excited to introduce **CESA eForms**, powered by EdSmart, to enhance communication between Caritas College and families in a secure, efficient way.

While we refer to it as '**CESA eForms**', it is an EdSmart product – an Australian cloud-based platform that enables CESA schools to manage parent communications electronically. The system streamlines permission forms and provides important updates on school events, excursions, and other activities.

**How it works**

Caregivers (Caregiver 1 & 2) will receive an email with a secure link to complete and submit forms online – accessible anytime from a Smart phone, tablet, or computer. All submitted data is securely stored and accessible only to authorised school staff and EdSmart personnel.

By using **CESA eForms** we will improve efficiency, save time and resources, and reduce our environmental footprint.

Families can access information about current letters on our website.

<https://www.cc.catholic.edu.au/news-events/current-letters-to-families>

**Recommendation to avoid email going into 'junk/spam'**

While EdSmart is successful in sending emails, sometimes they land in the user's junk/spam folder. This appears to be a local mailbox configuration issue and is controlled by each user's email client settings. It is recommended to right-click any EdSmart messages in junk/spam and mark them as '**Not Junk**' or setting a rule to whitelist EdSmart emails going forward.

**Privacy & Security**

EdSmart is ISO/IEC 27001:2013-accredited, ensuring it meets high standards for information security management.

For more details, visit <https://edsmart.com/parents>

If you have any questions, feel free to contact the school.

Kind regards,



Damian Smith  
Principal