

Carlton Miniott CP School

Email Policy

Aim

We aim to make communication between parents and teachers easier by introducing the use of email. We want to ensure that this is a positive method of communication and that important messages are still communicated by phone so they can still be acted on quickly.

Guidance

1. Teachers will only look at school emails during their working hours.
2. Teachers will try to respond to emails within 5 working days.
3. Important messages about arrangements for children at the beginning or end of the school day, illness and about appointments must still go through the school office.
4. Serious issues or concerns should be dealt with face to face or over the phone.
5. The Headteacher has the right to stop a parent contacting staff through emails if it is felt this way of communicating is being misused.
6. Teachers will only use their school email addresses to communicate with parents and will not give out their personal email addresses.
7. Confidential information will not be sent by email.
8. School letters, newsletters and reports will continue to be sent as a hard copy, not by email.

Feedback

The Headteacher will use the staff and parent questionnaires to gather feedback on the trial of using emails and will use this to decide whether email communication will become permanent in school.

Review

The trial use of email will be reviewed by Governors on a term by term basis.

(This policy is available in other formats)

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