

Colonel Light Gardens Primary School

E-MAIL POLICY

This policy refers to the use of email communication between staff and parents/ caregivers.

Clear communication between home and school is essential in establishing and maintaining an effective relationship between staff and parents and ensuring children feel supported and successful at school.

E-mail is an excellent two-way communication tool for sharing information relating to your child and for following up and clarification of organisational issues.

Due to the nature of many working environments, including teaching, e-mails are often unable to be checked regularly during the school day. Therefore e-mails between home and school should be of a non-urgent nature.

Staff will endeavour to:

- check e-mails daily. There may be instances (e.g. camps, illness, e-mail or computer system not working) where staff are unable to access e-mails on a given day.
- reply and/or acknowledge all emails within two working days from receipt.

Staff would also appreciate parents replying to and/or acknowledging e-mails sent from school within two working days from receipt.

Information requiring urgent attention eg. change of pick – up arrangements, medication required, incidences at school should be communicated via student diaries or phone.