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EXECUTIVE HEADTEACHER: MR P RHODES BA HONS NPQH

HEAD OF SCHOOL: MR O WINSTONE BA HONS

Class Email Agreement

November 2020 UPDATE

Good communication between the school and the home is essential. Pupils achieve more when schools and parents or carers work together; parents and carers can help more if they know what the school is trying to achieve; staff and governors will be more effective if they have a good understanding of parents' perspectives.

General Principles

- We aim to have clear, effective communication with parents and the wider community at all times. Effective communication enables us to share our aims and values by keeping parents informed about school life. This reinforces the important role that parents play in supporting the school.
- While staff will always seek to establish open and friendly relationships with parents, relationships are kept professional and parents are addressed in a formal manner.
- We aim to avoid jargon and use straightforward language. Written communication is made as accessible as possible
- The use of email communication between a parent and a class teacher can speedily and effectively deal with any problems that might arise. Copies of correspondence with parents will be placed on pupil files.

Everyone in the school community must remember that emails have essentially the same status and impact as letters, and must, therefore, be written and responded to with the same level of care.

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HILLSGROVE PRIMARY SCHOOL

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As **teachers**:

- Must keep comments professional at all times
- Will not address, respond or reply if they think a pupil has accessed (parents will be notified)
- ONLY respond between working hours (8am – 5pm) Monday to Friday
- Emails sent at the weekend will not be responded to
- Google classroom comments will not be read out of school hours
- Will monitor INBOX once a week
- Will not reply to ANY emails sent to their personal school email address

Parents/Carers:

- Must not forward ANY items to the class email address
- Must not send Safe Guarding updates or any questions which require immediate attention (not used to report absences)
- Must not send multiple emails over a short period of time
- Must not knowingly send emails containing viruses
- Must not send correspondence to teacher's private email address

We hope that this keeps everyone safe.

Kind regards,

Oliver Winstone
Head of School

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