

# **Emailing Staff Protocol Policy (between staff)**

## **Rationale**

At Weeden Heights Primary School we are committed to open, honest and timely communication. We are also committed to communication being respectful, measured, sensitive and constructive. In adhering to these principles we aim to strengthen the goodwill and the positive partnership between staff, to enhance the wellbeing and learning opportunities for our students.

We acknowledge the potential benefits of staff communicating via email, but also understand its shortcomings. This policy is designed to establish clear expectations for staff in the use of email as a communication tool.

## **1. Guidelines**

- 1.1 Email is an environmentally friendly way of communicating that can save time when used effectively. We acknowledge that email is very convenient for parents who may find it difficult to speak to school staff during regular work hours. However our school community values face to face and phone conversations and understands that these forms of communication are preferred in many situations.

## **2. Implementation**

- 2.1 All staff at Weeden Heights Primary School will follow the protocols for the use of email as communication tool between staff
- 2.2 Staff will communicate with one another via email during business hours. Emails that are sent to staff outside of these times are not expected to be responded to until business hours, Monday-Friday 9:00am-5:00pm
- 2.3 Staff may not have the opportunity to check email during the school day, therefore urgent and/or essential messages will be communicated verbally
- 2.4 Staff will use email to communicate information, not have conversations
- 2.5 The email must address the intended audience. The blind copying of third parties into email communication is not to occur
- 2.6 When on extended leave, staff will activate an auto-reply message detailing relevant leave dates to ensure all other staff members are aware of who to contact during their absence
- 2.7 Staff will not be expected to check their email when on leave
- 2.8 Staff will check their email regularly to ensure timely responses/actions
- 2.9 Staff will ensure all email communication is professional and courteous
- 2.10 Staff will adhere to all DET guidelines and policies, governing the use of DET email.

### **3. Resources**

3.1 This Policy is underpinned by the:

- a) Child Safe Policy
- b) Digital Technologies Policy
- c) Emailing Protocol Policy (between Staff and Parent/Guardians) Policy
- d) Student Wellbeing Policy

### **4. Evaluation**

4.1 The Education Sub Committee and Weeden Heights PS staff will review the effectiveness of the school's Emailing Staff Protocol Policy on a cyclical basis in accordance with DET guidelines and priorities.