

Emailing Protocol Policy (between staff and parent/guardians)

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 parents and the school, to enhance the wellbeing and learning opportunities for our students.

We acknowledge the potential benefits of staff and parents communicating via email, but also understand its shortcomings. This policy is designed to establish clear expectations for both staff and parents/guardians 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 a communication tool between staff and parents/guardians
- 2.2 All parents/guardians at Weeden Heights Primary School will follow the protocols for the use of email as a communication tool between staff and parents/guardians
- 2.3 Parents/guardians and staff will only communicate with one another via email during business hours. Emails that are sent to staff outside of these times will be responded to during Monday-Friday 9:00am-5:00pm
- 2.4 Parents/guardians should send emails intended for school staff to the school's email address: weeden.heights.ps@edumail.vic.gov.au. The email will then be forwarded onto the appropriate staff member
- 2.5 Parent representatives will collect email addresses from the parents/guardians of students in the class at the start of the year. This is optional
- 2.6 Parent representatives will email whole class messages on behalf of the teacher. The parent representative will also send a copy of the email to the classroom
- 2.7 The blind copying of third parties into email communication is not to occur. The email must address the intended audience
- 2.8 Staff will not respond to abusive or confrontational emails and will forward them to the Principal
- 2.9 Staff and parents will only communicate non-urgent, essential messages to one another via email

2.10 The academic progress, learning expectations or behavioural issues related to students will not be discussed via email. Email is for information, not conversations. Discussions of this nature will be conducted over the phone at an arranged time or in person.

3. Resources

3.1 This Policy is underpinned by the:

- a) Child Safe PolicyChild Safe Policy
- b) Digital Technologies Policy
- c) Emailing Protocol Policy (between Staff) 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 Email Protocol (between staff/parents/guardians) Policy on a cyclical basis in accordance with DET guidelines and priorities.