

Emailing Staff Protocol Policy (between staff)



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9802 0663 for support.

Purpose

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.

Guidelines

Email is an environmentally friendly way of communicating that can save time when used effectively. However, our school staff values face to face conversations and understands that this form of communication is preferred in many situations.

Implementation

- All staff at Weeden Heights Primary School will follow the protocols for the use of email as communication tool between staff
- 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
- Staff may not have the opportunity to check email during the school day, therefore urgent and/or essential messages will be communicated verbally
- Staff will use email to communicate information, not have conversations
- The email must address the intended audience. The blind copying of third parties into email communication is not to occur
- 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
- Staff will not be expected to check their email when on leave
- Staff will check their email regularly to ensure timely responses/actions
- Staff will ensure all email communication is professional and courteous

- Staff will adhere to all DE guidelines and policies, governing the use of Department of Education (DE) email.

Resources

This Policy is underpinned by the:

- a) Child Safe Policy

Evaluation

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

Policy Review and Approval

Policy last reviewed	2023
Consultation	Principal Staff Education Sub Committee and School Council Newsletter item to the school community
Approved by	School Council
Next scheduled review date	2027 <i>Mandatory review cycle for this policy is 3 - 4 years.</i>