



<b>POLICY:</b>	<b>EMAIL PROTOCOLS</b>
<b>DATE:</b>	2017
<b>ENDORSED BY COLLEGE COUNCIL:</b>	
<b>TO BE REVIEWED:</b>	2019

Occasionally parents may find it necessary to email a teacher. Please take note of the following guidelines for email communication to ensure it is the most effective and appropriate form of communication.

- Instant responses must not be expected. Teachers have many students and classes and need time to prepare, deliver and assess student work, as well as collaborate with colleagues and attend meetings.
- Teachers will generally deal with emails whilst they are at school – it is not reasonable to expect them to respond while they are at home, or outside of school hours, or on the weekend or holidays.
- Emails are subject to the same requirements of courtesy and consideration as would apply to other forms of communication, such as a letter or face-to-face conversation.
- Emails are not private and must be written with the understanding that other teachers, coordinators or wellbeing staff may see them.