



## St Mary's Primary School E-mail Protocols for Teacher and Parent Communication

### For Parents

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers. Some teachers read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an e-mail reply at all, since the staff members will determine how best to contact you: by e-mail, phone, or to schedule a personal conference.

### When using e-mail:

1. A signed e-mail permission form must be on file at your child's school. The permission form will indicate the e-mail address(es) that will be used to communicate with school staff. Only authorised e-mail addresses will be used by St Mary's Primary School staff to communicate with parents. Please send e-mail messages from an authorised e-mail account
2. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is to wait for you at the office after school or meet you somewhere when the day ends. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to contact the office, to be sure your message is received and clearly understood
3. Your child's academic/learning progress is best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate
4. When agreed between the teacher and the parent (following face to face or phone conversation) email may be used as a form of regular communication about a student's day at school (in place of a communication book)
5. Please remember that e-mail is not necessarily confidential and can be subject to FOI (Freedom of Information) regulations. Confidential information should be conveyed by phone or personal contact
6. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child
7. For all medical or health concerns, please contact the school office by phone.
8. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time
9. Mass e-mail to the school staff must be approved by the Principal before sending the email
10. Emails containing threatening or offensive language will not be responded to

The CEO/School maintains email accounts for teachers to facilitate parent/teacher communication and internal as well as system-wide staff communication. The School reserves the right to block or filter email messages to staff that are not directly related to school business or to the school's educational mission.

**Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.**



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### E-Mail Authorisation Form

#### **PARENT/TEACHER COMMUNICATION THROUGH E-MAIL:**

Although e-mail has become a valuable communication tool, it is important to remember that it is not always a completely secure and confidential method of communication. We would like to make e-mail available as another possible way for parents to communicate with their child's teachers where appropriate. We are, however, concerned about maintaining privacy laws, especially as they relate to student records. We will not send any student information via e-mail unless we have a signed permission form from the parent/guardian. If your e-mail address changes, you are required to fill out and sign an updated form before we send information to the new address. Protocols for parents and teachers will be adhered to, to ensure e-mail communication is appropriate.

Please read the attached protocol and complete and return the following form.

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St Mary's Primary School Email  
Authorisation Form

Student Name: \_\_\_\_\_

I have read and understand the E-mail Protocols for Teacher and Parent Communication. I grant permission for information regarding my child to be sent to me via e-mail, at the following e-mail address(es). This authorisation applies for as long as my child is at St Mary's, unless I revoke it:

Email address(es) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send this completed agreement to the school office.**