

Class Email Policy

Reviewed Oct. '22

Effective communication between home and school is an essential part of our school. In accordance with the ethos of an Educate Together school, we endeavour to keep respect for each other at the centre of what we do and in all communication.

The Class email is one of the tools used by GETNS to promote good communication between between teachers and parents on the daily life of the school.

Main Purpose (not exhaustive list):

Teachers may use the class email in some or all of the following ways;

- Provide information on class trips, events, class visitors etc.
- Give parents details of homework for the week, information on projects to be completed and the like.
- Requests for help with particular activities, Sports Day, class trips, art, science projects etc
- Requests for items that may be needed in class such as dress up clothes, art materials, library books etc.
- Requests for meetings or information on upcoming meetings.

Parents may use the class email for the following;

- In the past email was used to provide an absence note when a child is ill, on holidays etc. This can also be done by ringing the office or sending in written note. However, Aladdin Connect is the best format for this now.
- Letting the teacher know if a child will be in late or collected early for whatever reason.
- Informing the teacher if someone new will be collecting a child. The school office should also be informed of this.
- Letting the teacher know if homework couldn't be completed for whatever reason.
- Requesting a meeting.
- Offering assistance to the teacher with a particular event or classroom activity.
- Request for information relating to a school trip etc.

Limitations of Email:

- Email is not intended as a forum to discuss a child's progress. A face to face meeting between parent and teacher is the appropriate forum for this.
- Email is not intended to be used to make any form of complaint. The school's Grievance Policy is available on the school's website.