



# Williamstown Primary School

## Email Protocol Policy

### 1. BACKGROUND

Williamstown Primary School is 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.

### 2. PURPOSE

The aim of these guidelines is to:

- clearly articulate the School's commitment to positive use of the email system for communication
- to acknowledge the potential benefits of staff and parents communicating via email, but also understand its shortcomings
- establish clear expectations for both staff and parents in the use of email as a communication tool.

### 3. DEFINITIONS

"School" means Williamstown Primary School.

"Parent" means parent, guardian, carer

### 4. PROCEDURES FOR IMPLEMENTATION

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 are working and find it difficult to catch up with school staff during regular work hours. Having said that, our school community values face-to-face and telephone conversations, and understands that these forms of communication are preferred in many situations.

#### **Expectations of Both Staff and Parents**

When communicating via email, staff and parents are expected to adhere to email etiquette, including:

- Emails are at their best when they are brief and informative. Issues that require a level of detailed discussion should be dealt with in person or over the phone.
- At the beginning of an email the sender can use 'No reply necessary' to convey an information sharing email only.
- Emails should always be respectful and constructive. If the email relates to a concern or problem, it ought to be focused on understanding the problem and finding a solution.
- Emails work best when they are positive. Avoid sending negative or confrontational emails. Email is not to be used to vent. We never say in an email what we wouldn't say to the recipient's face.
- Never write about or seek personal information regarding third parties (staff, students or parents). Likewise, emails containing personal or sensitive information should not be passed on to a third party without permission of the sender.
- The tone or intent of emails can easily be misunderstood, especially where humour or sarcasm is involved. Be conscious of this and pick up the phone rather than send an email in this instance.
- Avoid writing in capitals.
- Staff and parents are not expected to respond to emails that are contentious or require ongoing dialogue. A face-to-face meeting should be arranged in this circumstance.
- Group emails have the potential to waste the time of many, so avoid sending emails to anyone for whom it is not relevant. It is also courteous to avoid time wasting emails, including jokes, chain letters and commercial solicitations.

- Make sure the purpose of your email is clear...do you require specific action or is the email for information only?
- When emailing a group, staff and parents must ensure they not disclose the email addresses of others without permission to do so. (Blind CC should be utilised)

### Expectations of Staff

- Email should not be used to discuss a sensitive issue which was not initiated by the parent or had not been previously discussed with the parent.
- When an email is received from a parent that requires some time to gather information and reply properly, the staff member should respond acknowledging that the email has been received and indicate when an informed response will be sent.
- Staff will aim to reply to parent emails within 2 working days.
- When on leave, staff will activate an auto-reply message detailing relevant leave dates.
- Staff may choose to send or respond to work related emails at a time of their own choosing, but there is no expectation to respond to these emails outside of school hours. (8:30-4:30).
- Staff should use the WPS standardised signature format for emails sent from staff accounts. This will include a Disclaimer statement re: this policy being adhered to.
- Staff are not to respond to offensive or abusive emails and should forward them to the school principal.

### Expectations of Parents

- Please only send non-vital messages by this medium. For example, do not use email to inform a teacher that your child is not to go to OSHClub that afternoon, as the teacher may not see the message in time. Remember that given work demands teachers may not get to read emails until late in the day.
- Please don't seek to discuss in detail your child's academic progress, learning expectations, or behavioural issues via email. These are best addressed over the phone or in person.
- Emails that are intended for the office staff should be sent directly to the school's email address, that being: [williamstown.ps@edumail.vic.gov.au](mailto:williamstown.ps@edumail.vic.gov.au)
- Remember to respect staff personal time, including weekends and holidays. Parents shouldn't send emails outside of work hours and expect an immediate response.
- It is the responsibility of every parent to keep the school administration and class teacher up-to-date with current email addresses.

### IMPLEMENTATION

- Email addresses will be accessed by the Compass portal.
- This policy will be sent to all parents every year.
- A disclaimer will be attached to the bottom of the email signature reminding parents of this policy.
- Customised email responses will be developed for staff use such as:
  - Thank you for your email. Please direct this enquiry to the school administration team.*
  - Your email has been received. I will endeavour to contact you within 48 hours.*

### Reference:

Please refer to the school's *Information Privacy Policy* and the *Guidelines for use of class email distribution lists*.

### 5. REVIEW AND POLICY HISTORY

These guidelines are due for formal review in February 2018 although it may be changed at any time as required after approval by the Principal.

Version Approval Date	Summary of Changes
April 2017 ??	New Policy