



## Our Lady of the Wayside Email Guidelines for Parents

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Email communication with parents is not compulsory in our school. Every teacher will make a professional decision and advise you to their chosen method of communication.

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 speak directly to parents or communicate through the Homework Journal.

For these reasons, please remember if you choose to send an e-mail message to a member of our 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, or a note in the Homework Journal to schedule a face to face meeting.

### **Acceptable Use of Parent Communication**

- E-mail should be used for general information such as; class activities, curriculum, projects and special events.
- To arrange for a meeting regarding a student issue including a general description of the issue e.g. ('I would like to arrange a meeting to discuss your daughter's attendance.')
- Follow-up on an issue that has previously been discussed.

### **Unacceptable Use of Parent Communication**

#### **E-mail should not include:**

- Any discussion related to other students.
- Personal information about other students.
- Specifics about a sensitive student issue.
- Any discussion related to other staff.

When using e-mail:

1. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is not to go swimming today. A teacher may not have time to read your message in a timely fashion. Instead use the Homework Journal to be sure your message is received and clearly understood.
2. Your child's academic progress, learning expectations, or behavioral issues are best addressed by scheduling a meeting with your child's teacher. An e-mail message on these matters is not appropriate.
3. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by meeting with your child's teacher.
4. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
5. For all medical or health concerns, please contact your child's teacher.
6. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.

***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.***