



Riverview Educate Together National School Email Policy

Ratified November 2017, reviewed November 2018.

Introductory Statement

At Riverview we use email to communicate with the parents/guardians of children in the school. We use email because it is a reliable way to convey information and also to minimise paper wastage.

Aims of this Policy

- 1) To ensure that parents are aware that important information from the school will be conveyed using email.
- 2) To give clear guidelines about the way in which email may be used.

Policy Details

- 1) Each staff member has a school email address.
- 2) Teachers will use email to communicate information to all of the parents/guardians of the children in their classes, and for internal communication within the school.
- 3) If you wish to talk to the teacher about your child, our preference is that you would do this in person. You can make an appointment either with the teacher, or through the office.
- 4) If an issue or a more immediate nature arises – e.g. A child missed breakfast, fell on their way to school etc. – the parent should let the teacher know when they see him/her in the morning.
- 5) Staff are not expected to be available by email outside of office hours, and are recommended not to check or send emails outside of these times.
- 6) Sensitive information should not be communicated by email.
- 7) Children's names should not be used in email communication, except by a child's parent/guardian.
- 8) Respectful language should be used, in keeping with the ethos of the school.

Distribution of the Policy

This policy will be available to view on the school website.

Review by BoM

This policy was put into place in September 2017 and will be reviewed on an annual basis. Feedback is welcome – please send it to the school, for the attention of the Board of Management.