

NICHOLSON STREET PUBLIC SCHOOL

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Learning. Laughter. Life.

Nicholson St Public School Email Guidelines

Email is an efficient and convenient form of communication. To ensure the most effective use of email within our school community, we have developed these guidelines for use by parents, carers and staff.

- ✓ Emails regarding **student absences** should be addressed directly to the **office and the teacher copied on the email**. A signed physical note then needs to be sent in when the child returns to school.
- ✓ Emailing your child's teacher is a great way to **request an interview** regarding your child- just ask for an interview, provide some preferred dates and a very brief outline of the issues to be addressed in the interview so the teacher may prepare accordingly.
- ✓ For any immediate communication needs please phone the office.

Please note:

- Email is **not an appropriate forum for discussion of student needs**- we prefer to do this over the phone or face to face to ensure effective communication. Please request an interview rather than initiate this conversation through email.
- Parents and Carers should not attempt to involve teachers in their personal family situations through email. If there are issues that will effect your child's well being and learning please make an appointment to see the Principal and/or the Counsellor.
- **Teachers do not have set times at which they read and respond to email. It may take a few days to receive a response- if there is an urgent matter, send in a note or contact the office.**

We appreciate your respectful and considerate use of email as a communication tool within the school community.

Sue Ross

R/Principal