

## **Pembridge Hall Email Guidelines for Parents**

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 use the phone to speak directly to parents. For these reasons, please remember if you choose to send an e-mail message to a member of our professional 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, phone, or to schedule a meeting.

When using e-mail:

1. A signed e-mail permission form must be on file at the school. The Pembridge Hall permission form will indicate the e-mail address(es) that will be used to communicate with staff. Only authorised e-mail addresses will be used by staff to communicate with parents. Please send e-mail messages from an authorised e-mail account.
2. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your daughter is to go home with another girl. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to contact the school administrator to be sure your message is received and clearly understood.
3. Your daughter's academic progress, learning expectations, or behavioural issues are best addressed through a telephone conversation or by scheduling a meeting with your daughter's teacher. An e-mail message on these matters is not appropriate.
4. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
5. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your daughter.
6. For all medical or health concerns, please contact the school office by phone.
7. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
8. Parents are asked to be considerate to the volume of work that e-mail creates for staff and therefore keep it to a minimum.
9. Any form of lobbying on behalf of other parents is inappropriate and will result in that classes use of email communication being suspended.

Email accounts are for teachers to facilitate parent/teacher communication and internal staff communication. The school reserves the right to block or filter email messages to staff that are not directly related to school business.

***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.***

This new initiative is being introduced to Pembridge Hall and I request that you be courteous and circumspect in your communications.

Yours sincerely,

Barry H. Evans  
Headmaster