



PROTOCOLS FOR EMAIL COMMUNICATION

General Student Email Use

1. Students must use the official Mount St. Joseph Girls' College email account for all emails to staff.
2. Students should be respectful in their language in all emails.
3. Students can use their email to seek further assistance from their teachers, request information, and make a time to meet with their teacher.
4. Students must report any inappropriate or abusive emails to their Year Level Team Leader or House Leader.
5. Teachers may choose to respond to work-related emails outside of school hours, but there is no professional expectation to do so.
6. Part-time staff are not expected to reply to emails outside of their normal working hours.

Parents to Staff Email Use

1. Parents/guardians/carers are welcome to communicate with staff via email and it is a reasonable expectation that staff respond to the email.
2. Parents/guardians/carers are asked, where appropriate, to include the student's full name and year level.
3. Emails can be used to request information on a general matter, or to request a time for a telephone call or meeting for more detailed or complex matters.
4. Staff may choose to respond to work-related emails outside of school hours, but there is no professional expectation to do so.
5. Part-time staff are not expected to reply to emails outside of their normal working hours.

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