



ST. ANTHONY'S SCHOOL
FOR BOYS

Email Guidelines for Parents

Policy reviewed by: CA/CK

Review date: September 2021

Submission: September 2021

Policy actioned from: September 2021 – August 2022

Next review date: June 2022

Reviewer's Signature: CA/CK

Head Teacher's Signature: RPB

Circulation: This policy has been adopted by the governors, is addressed to all members of staff and volunteers, and is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Boys; 'parents' refers to parents, guardians and carers.

Email Guidelines for Parents

At St. Anthony's we value the relationship that we have with our families and place importance in the role that we all play in building positive communication channels.

Email is a fast and convenient way to send messages, however, we have found that it is not always the best form of communication, especially in the case of urgent or sensitive matters. Please do not use this as a replacement for talking to us directly, but do use it as an additional form of communication in relation to general activities.

We do request, that:

1. Parents **should email the relevant member of staff** regarding anything pertaining to academic and pastoral matters of their son. Please use the school office mails for absence jhoffice@stanthonysprep.co.uk or shoffice@stanthonysprep.co.uk,
2. Any information regarding your son's academic progress, learning expectations or behavioural issues are addressed through a telephone conversation or by scheduling a meeting with your son's class teacher or form tutor. An email request that a meeting be set up to address some concerns with the teacher is, of course, entirely appropriate.
3. You must not copy other members of our parent body into the e-mail. We would like to think that all members of our parent body would feel that they could contact us directly on any matter. The school will not normally enter into group email discussions, even on matters of mutual concern.
4. We would also expect a courteous and respectful tone from our parent community.

Teachers will do their best to respond to emails as soon as possible and hopefully within 24 hours. Parents can expect to receive a 'holding' email in the meanwhile.

Whilst most questions can be answered by your son's class teacher, parents are welcome to e-mail Jonny, in the Junior House, and Chris or Catherine, in the Senior House, with any concerns.

Any matters which require the Headmaster's attention should be sent to SAP.Headmaster@stanthonysprep.co.uk

Please do also remember that email is not necessarily confidential. Confidential information should be conveyed by telephone or, more appropriately, in a meeting with a teacher.