

**BISHOPSTEIGNTON PRIMARY SCHOOL
BISHOPSTEIGNTON PRESCHOOL
Governing Board**

Teacher Email Communications with Parents Policy					
Date	18 Nov 2024	Responsibility	T & L / Communications	Unique I/D	9-5

Version Control			
Version	Origin	Date	Amendments
2017	BCP developed policy	24.01.17	
2017		January 2019	Unique I/D added
2019	Policy reviewed.	February 2019	Minor amendments. Approved at Resources Committee meeting
2019	Policy reviewed.	February 2021	This policy now meets the requirements of both Bishopsteignton Primary School and Bishopsteignton Preschool. Approved at the Resources Committee meeting
2019	Policy reviewed.	07/07/21	Wrap around Care note added. Approved and adopted at the FGB meeting
2019	Policy reviewed.	18/02/22	Approved at the Resources Committee meeting
2019	Policy reviewed.	09/02/24	Reviewed and approved at the 02 Feb 2024 Resources Committee meeting
2019	Policy reviewed.	18/11/24	Policy moved from Resources to T & L. Lead Governor was JK Approved at the 18 November 2024 T & L Committee meeting.

This policy also applies to our Breakfast Club and After School Club which are both based on our school site for current pupils

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Policy Aim: To clarify the school position on teacher communications with parents via emails.

Governor agreed position:

Teachers are not required to share email addresses with, or communicate with parents via email, due to the additional time this could add to the teacher's day and distraction whilst in **school. Bishopsteignton School encourages parents to communicate directly to class** teachers at the end of the school day or make an appointment to speak to the teacher at a mutually convenient time.

If parents wish to communicate with teachers via email because they are unable to meet a teacher due to work, for example, parents can email the office and mark the email for the attention of the specific teacher. The teacher can then respond to the parent via the office, paper letter or telephone, depending on the nature of the subject and teacher preference.