

Kishoge Community College

Email and Communication Policy

Adopted by the Board of Management 26th October 2022

Introduction

This policy encourages good communication and email practice between students, teachers, support staff and parents. The rationale behind this policy is to maintain clear lines of communication that support positive working environments and contribute to the wellbeing of all parties involved. This policy was drawn up as part of the third School Self Evaluation cycle, 2022-2023. Students, staff, parents and senior management were involved in the designing of this policy.

Staff use of emails

- Staff should use school email for all school business and emails should be sent to recipients on a need-to-know basis.
- Staff are encouraged to be mindful of when they send emails to colleagues and students and are asked to use the schedule function for non-urgent emails.
- KCC staff to adopt the Dublin and Dún Laoghaire Education and Training Board caption in emails: "My working day may not match your working day. I respect that your working arrangements may be different so please don't feel obliged to respond outside your working hours. "
- Teachers need to lead by example and avoid emailing students at weekends or late evenings.
- Teachers may choose to set up 'out of office' responses during holiday periods to politely inform students when their emails will be read.
- The staff WhatsApp group is for social communication only and should not be used for school business.
- All maintenance requests to go via email to caretakers.
- All first aid requests to go via email to the office. First Aiders to be called out over the school intercom.

Student use of emails

- The English Department is committed to delivering lessons to students on how to adopt good email etiquette. These lessons will be delivered every September and aim to enhance good digital literacy.
- The responsibility of completing homework lies with students. Students must understand that it may take up to 72 hours for teachers to respond to an email about homework. For example, emails sent on a Friday evening may not be answered until the following Monday.
- Emails must not be used to challenge teachers about YBEs or Vsware points. If a student breaches this, it may result in further sanctions.

Parents Contacting the School

- Parents are asked to contact the office for reporting absence. The school telephone number is on the school website.
- Parents wishing to request subject teachers or Year Heads to make contact by telephone should phone the school office and leave a message. Name of year heads can be found on the school website.

Parents contacting the Parents Council

- The Parents' Council Committee has a section on the school website should parents wish to make contact: <https://www.kishogecc.ie/parents-council>