



Europa School UK
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Policy on the communication of emails between Students and Staff

Europa School UK Secondary

- Emails between students and Staff must be sent only via the school email account. Teachers should only email pupils' school email accounts, and parents and pupils should only email teachers' school email accounts.
- The school discourages students from forwarding emails from their school email account to a personal email account as any direct replies to a member of staff would come from the students' personal accounts.
- Emails sent from students' personal accounts will be ignored. The same will be true of emails sent by parents to teachers' personal accounts.
- Pupils will receive more information and training on email communication via the school email accounts from their Class Teachers each academic year.
- Teachers and Students must check their school email accounts on a regular basis.
- Teachers should not use their school email addresses for external purposes which could lead to communication with students using personal emails. This includes registering with social media accounts such as LinkedIn, Facebook etc.

Culham, August 2017