



Europa School UK

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Europa Secondary Policy on the communication of emails between Students and Staff

Version and Date		Action/Notes
V1	5 September 2017	
V2	July 2020	Updated to include gmail and google domain (classroom and meets)
Review Date September 2021		

Email communication is established via the school's google mail domain. This provides access to the google suite, in particular the google classroom and google meets applications which are used extensively within the school for submission of assignments and during periods of school closure.

- 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.