



Class Email Guidance and Procedures – Version 2

From September 2019, Little Green will be using class emails as our primary communication tool replacing Link books.

Rationale:

- This removes GDPR risk of private information being shared when dealing with a physical book moving from school and back.
- Allows teachers and TAs more time to focus on learning in lessons.
- Brings school in line with modern technology and supports parents to engage and build relationships with teachers using contemporary line of communication.

Parental Responsibilities:

- The Class email replaces the Link Book and is for a very similar purpose – passing on of short messages, requesting meetings etc.
- **Any important or urgent message must, as always, go to the office admin@littlegreen.herts.sch.uk**
- As professionals, please use teachers' surnames.
- The school reserves the right to end email communication should this communication line be abused.
- **Any emails sent after 0830 will not be checked until the following day.** Please email any urgent messages to admin@littlegreen.herts.sch.uk . If the end of day collection arrangements are different to normal or change for your child, please **CALL** the School Office on 01923 773861.
- Any messages regarding medical appointments, lateness or absence, **must** be emailed to the admin address as it is the office staff who need to know this information. (You may also wish to cc. the class email address, but just for the teachers' information.)

Staff Responsibilities:

- Staff will aim to check class emails in the morning before lessons.
- Teachers will aim to respond to appropriate emails within 48 hours.
- There is no expectation that a teacher will check emails at any other times.
- Teachers will only respond to appropriate messages. Other emails may be forwarded to the office/SLT to manage.
- Staff will be careful when checking their emails in the classroom – the 'Smart board' needs to be set to Freeze/Blank before doing. It is recommended that class Ipads are used for this purpose.
- All parents will be addressed by their surnames.

We will review this plan on an on-going basis and will inform you of any changes. Please do give us feedback on how the system works for you and how we could make it better.

Class email addresses:

Year Group	House Family	Teacher	Class Room	Class Name	Class Email
3	Elephant	Miss Gay	Holly	3E	3e@littlegreen.herts.sch.uk
	Rhinoceros	Miss Marriott	Ash	3R	3r@littlegreen.herts.sch.uk
	Hippopotamus	Mrs Crawford/ Mr Neighbour	Elm	3H	3h@littlegreen.herts.sch.uk
4	Elephant	Miss Tuthill	Acer	4E	4e@littlegreen.herts.sch.uk
	Rhinoceros	Mr Whitelaw	Cedar	4R	4r@littlegreen.herts.sch.uk
	Hippopotamus	Miss Brauka	Aspen	4H	4h@littlegreen.herts.sch.uk
5	Elephant	Mrs MacKintosh	Beech	5E	5e@littlegreen.herts.sch.uk
	Rhinoceros	Mrs Barker	Maple	5R	5r@littlegreen.herts.sch.uk
	Hippopotamus	Miss Reile	Larch	5H	5h@littlegreen.herts.sch.uk
6	Elephant	Miss Morris	Cherry	6E	6e@littlegreen.herts.sch.uk
	Rhinoceros	Mr Hyde	Rowan	6R	6r@littlegreen.herts.sch.uk
	Hippopotamus	Miss Tarbox	Chestnut	6H	6h@littlegreen.herts.sch.uk