

Email Protocol

Email can be a useful method of communication, but a high volume of emails can cause additional pressures for staff and have a detrimental effect on workload and well-being. It is important that all staff can enjoy life outside of directed time, so these guidelines aim to support this and to contribute positively to all staff achieving a healthy work-life balance.

As a guideline, there is no expectation for staff to check emails **after 6pm**, over the **weekend or during school holidays**. An embargo on sending emails during these times is in place. 'For those who want to prepare for the week ahead, a Sunday evening check should be enough.' It is important to 'draw a line under your working day,' to achieve a clear division between home and school and support your well-being.

If an email is more than one or two paragraphs long then it warrants a discussion either to all staff via staff briefing, or a one-to-one conversation either face to face or over the phone.

Only SLT, or admin staff on behalf of SLT, should send whole staff emails.

All emails must have a descriptive heading to explain what the email is about.

Examples of email protocol.

Email content	Email or no email	Action required.
Issues about teaching and learning (deadlines, approaching, CPD meetings etc.)	No email	Staff briefing, weekly staff briefing notes emailed to all staff centrally. Half-termly T and L newsletter emailed to all staff centrally.
Issues about students not being sat together.	No email	Staff briefing, weekly staff briefing notes emailed to all staff centrally.
Pastoral and year group information	No email	Pastoral briefing, staff briefing, weekly staff briefing notes emailed to all staff centrally.
Students on trips	No email	Weekly staff briefing notes.
Moderation/ exam details	Email	H.O.Ds to disseminate to their teams.
SEND student information/ updates.	No email	Staff briefing, weekly staff briefing notes emailed to all staff centrally.
Sports fixtures	No email	Staff briefing, weekly staff briefing notes emailed to all staff centrally.
A.O.B Students injured, students on report, deadlines and events taking place during the week.	No email	Staff briefing, weekly staff briefing notes emailed centrally to all staff.

