**Guidelines for Parent / Teacher emails during the Covid 19 Emergency**

The method of email is a means of communication for the following purposes

1. Parents/ guardians can seek clarification/ feedback on their child’s work/ activities.
2. Parents are invited to send samples of curriculum work/ project work/ art work etc. to the class teachers.
3. Parents/ guardians are invited to send art work/ project work/ science experiments/ pictures of children engaged in PE/gardening etc. with a view to these being uploaded to the school website with parental consent.
4. Parents/ guardians may seek educational advice/ support from the class teacher or SET team.
5. Teachers will respond to emails between 9:20am and 3:00pm.