



Bratton Primary School

Engagement - Resilience - Integrity

Headteacher: Mr Ian Bolton

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Class emails

Checklist and protocols:

As we outlined in the Home Learning memo we sent out as school closed on the 23rd March, <http://www.bratton.wilts.sch.uk/wp-content/uploads/2020/03/MEMO20320HomeLearning.pdf>, we are working hard to find the best online learning platform to support interactive learning after Easter and want to be sure that we have ironed out any potential safeguarding, technological and capacity issues with this before we go live, so will be working on finalizing these plans over Easter.

In the interim, we wanted to give the children and yourselves as parents the chance to be able to make contact with your class teacher via email; this is of course optional and does not have to be used. Every class therefore now has an email account. This email is for you as parents to scan work in that you would like teachers to look at, or to ask any questions relating to home learning that you may have and we look forward to this tool allowing for increased interaction between the children, yourselves and staff during this time of enforced closure.

- As this is a new communication platform for us all, we have laid out clear protocols and expectations.
- All parties will be expected to follow these protocols, for the safeguarding of all stakeholders, and as such, breaches of them will be taken seriously and followed up.
- These emails are class emails and not staff emails.
- The email platform is there specifically for parents and children to communicate with the staff of each class in this time of enforced closure.
- The email addresses are part of the school secure email system.
- Email addresses are as follows: zebras@bratton.wilts.sch.uk / lemurs@bratton.wilts.sch.uk / leopards@bratton.wilts.sch.uk / giraffes@bratton.wilts.sch.uk / antelopes@bratton.wilts.sch.uk / meerkats@bratton.wilts.sch.uk
- The purpose of these email accounts is to allow for parents and children to remain connected with their class teaching staff:
 - To send in scanned work or attached documents for teachers to assess, give support and give feedback.
 - It is also to allow for parents and pupils to update staff on activities covered or learning undertaken, so communication can be maintained.
 - The emails can also be used by parents/children to check in on work sent home and to ask for support and advice with home learning.
- This email address is *not* to be used to check in on school wide communication, school wide systems, administrative issues or queries, or to raise issues with the Headteacher. For those communications the admin@bratton.wilts.sch.uk address or school phone number must continue to be used.
- Staff will check these emails regularly, and as a guide we will expect emails to be responded to within 2 to 3 working days.
- All emails sent back to parents/children will be copied in centrally to the Headteacher. This is to ensure that all parties are safeguarded and protected in these interactions and should any concerns be raised regarding inappropriate content or messages, from either party, these can instantly be addressed and followed up.
- We will monitor the implementation of this system and may update these protocols accordingly.

Mr Ian Bolton
Headteacher