



Dear Parents/Carers

We are pleased to inform you that it is now possible to email teachers directly on year group email accounts which have been set up and are ready to use from Monday 11th May. Please see below for guidance on the use of these accounts.

Purpose of year group emails

The year group email accounts are for parents to contact teachers- primarily about home learning. For example to:-

- ask questions
- tell the teacher what their child has been doing
- give feedback on the home learning provided
- upload examples of Wow Work that children are particularly proud of.
- Share a message from the child
- ask for support from the school

How to email your child's teacher

Please use the addresses to below email your child's year group, stating their **name and class** at the top of the email, and your child's class teacher will get back to you.

EYFS@perivale.ealing.sch.uk

Year1@perivale.ealing.sch.uk

Year2@perivale.ealing.sch.uk

Year3@perivale.ealing.sch.uk

Year4@perivale.ealing.sch.uk

Year5@perivale.ealing.sch.uk

Year6@perivale.ealing.sch.uk

Teachers will aim to reply within 2 days, but this may not always be possible so we thank you in advance for your patience and understanding.

Sometimes a teacher may be on duty at school, and will not be able to reply to your email until after this, in which case they will notify you through an automatic reply.



Safeguarding

Please note that children are not permitted to email teachers without the knowledge and supervision of parents and through a parent's mailbox. This is in order to safeguard your children and everyone concerned.

If your child wants to send a message to the teacher they can do this within an email that comes from a parent and is sent through a parent's mailbox. The teacher may also send a message back to a child within a reply to the parent.

Please note: If a child does email without parents knowledge and supervision teachers are required not to reply and school will inform you by phone.

Support

If a parent needs further support the teacher may be able to signpost them to someone who can help.

Sometimes a phone call may be more useful and the teacher will help arrange this.

Feedback on children's work

Parents are not required to upload the work their child is doing- and teachers are not required to mark work at this time.

However if you have a piece of work your child is proud of and you wish to share it, please email it. The teacher will be delighted to see it and will reply with a message. It may even be possible to share work in the class folder for other children to see.