



## Email expectations for parents.



We understand that communicating with staff can be difficult on the classroom door or gate. Below is some important information regarding email correspondence.



Emails sent to the school office will be read during the

working day 8:15 am – 4:15pm (Monday – Friday)

Emails will not be read out of hours, at the weekend or during school holidays



Emails will be responded to within 2 school days (we would ask that you allow this period of time before sending a follow-up email). For staff who do not work fulltime they will be answered within two of their working days e.g. School SENCO



The admin email address should continue to be used for contact with other school staff (e.g. class teachers, Senior Leadership Team, SENCO)



If urgent contact is needed with the school, please call the school office

(School office opening hours are 8:15am-4:15pm)

## Thank you for your continued support

[Admin@coates.cambs.sch.uk](mailto:Admin@coates.cambs.sch.uk)

[Office@coates.cambs.sch.uk](mailto:Office@coates.cambs.sch.uk)

[Head@coates.cambs.sch.uk](mailto:Head@coates.cambs.sch.uk)

