



Bishop Wordsworth's School

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Dear Parents/Guardians

Given that we all have to deal with the all-consuming email monster in our daily lives, I thought it would be a good idea to give you sight of guidance that will be followed by BWS staff when they communicate with parents. Here are the details:

- i. Communication (email, phone calls) will be checked during school hours.
- ii. Urgent matters received during the working week will be dealt with as soon as possible.
- iii. An immediate response to communications received outside school hours should not be expected.
- iv. There is no expectation that staff check their emails over the weekend.
- v. Routine emails received over the weekend will receive a response from the start of the working week.

I hope that this makes sense for you. We will do all that we can to ensure that home-school communication is as swift and effective as possible, but I am also acutely aware of the need for my staff to retain a healthy work-life balance too...

With my very best wishes for the new term.

Stuart Smallwood
Head Master