

Communication with Teachers

Emailing Teachers

The use of email is to be in the form of casual conversation, of an enquiring nature and short in content. It is not for formal communication with the College. All formal communication must come through the College Office. As teachers are in class all day teaching students, please don't expect immediate replies. Teachers will endeavour to reply to your email within 24 hours. If more time is required to address your email, teachers will inform you of this.

To contact a teacher via email, the address is: teachers@whitsunday.qld.edu.au

Teachers' emails are to be used for:

- Anything directly relating to your child's education.
- Clarification of an tasks, assignments or projects.
- informing teachers of special circumstances affecting your child's education.

Teachers' emails are NOT to be used for:

- Reporting of absences from school. Absences need to be reported to Administration.
- This is not a complaints line. Instances of bullying or concerns about other students are to go through student services.
- Enquiring about college events. The College newsletter and website contain this information. Reception can also help in this regard.
- The purpose of private business promotion.
- The forwarding of chain mail or sentimental quotes and PowerPoint presentations.
- Non-school business.

Teachers

Emails are not expected to be answered immediately. But prompt acknowledgement is a fundamental courtesy. Reply within 24 hours even if a short reply to say the email has been received but further time is required to fully answer.