



20th November 2018

Dear Parents and Carers

St Mary's Primary School recognises that email is a fast and convenient way to communicate with your child's teacher.

As you could appreciate, teachers read their emails at various times throughout the school day. Further, other than in the case of a genuine emergency, they are generally not expected to respond to emails from parents and students outside of normal working hours. Please keep in mind that if you send an email to a member of our staff outside of normal working hours, a reply may not be received until the following working day.

We appreciate your assistance and understanding.

If you have any questions about this matter, please feel free to contact me on 8844 5700.

Kind regards,

Richard Blissenden
Principal