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**Federation of Minster and Monkton**

**Church of England Primary Schools**

**Email and Retention Policy**

Lead Person: Chris Marston

Policy Date: January 22

Review Date: January 25

Signatures:

**Chair of Governors** **Executive Headteacher**

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| **Minster Church of England Primary School** | **Monkton Church of England Primary School** |
| **Nurturing Foundations, Flourishing With God** | **Compassion, Courage, Justice**  **Jesus said, ‘Go and do the same.’** |
| Rooted in our Christian Foundations, we nurture, respect and value each individual, in the loving community of our village school.  Through our holistic development of both character and curriculum, our children learn and flourish.  From little seeds we grow: caring for God’s world, building lifelong foundations and striving for a just and harmonious society. | Our school has compassion at its heart, which inspires us to be people of courage, who care for ourselves, stand with others and seek justice as we grow and discover the world around us.  By knowing each individual, our learning environment is shaped to encourage creativity, promote challenge through our learning values and nurture spirituality, ensuring all thrive. |
| **The Mustard Seed**  Matthew 13:31-32 English Standard Version Anglicised (ESVUK) | **The Parable of the Good Samaritan**  Luke 10:25-37 English Standard Version (ESV) |
| **Christian Foundations** | |
| **Creation Justice Love**  **Forgiveness Peace** | **Compassion Courage**  **Justice** |
| **As a Federation, we are passionate about every individual flourishing, so that they can be nurtured and develop as well-rounded children, living life in all its fullness.**  Every policy is written with our Christian Vision and Foundations in mind. | |

This policy should be read with reference to the following policies:

* E-safety.
* Staff discipline.
* Secure data handling.
* ICT and use of the internet and intranet by staff.
* Social media.
* Use of personally owned devices by staff.

**Background**

The use of email within a school is an essential means of communication for both staff and students. Educationally, email offers significant benefits including direct written contact between schools on different projects, be they staff-based or student-based, within school or in an international context. Members of staff need to understand how to style an email in relation to good network etiquette and need to teach students to handle email in the same way.

**Introduction**

The use of email, both within the federation and with the wider community, is an essential means of communication for both staff and students. In the context of school, emails should not be considered private and staff should assume that anything they write or email could become public. Therefore they should ensure that they are professional, maintaining a clear distinction between their personal and professional lives. Any data exchanged with an external agency must be approved by the Head of School, to ensure that the email complies with the schools secure data handling policy.

**Objectives and targets**

The purpose of this policy is to outline the procedure and protocols to be used when staff use email.

**Action plan**

**Managing emails**

The school gives all staff their own email account as a work-based tool. This school email account should be the account that is used for all school business. This is to minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal contact information being revealed.

The following rules will apply:

* Under no circumstances should staff contact students, parents or conduct any school business using any personal email addresses.
* It is the responsibility of each account holder to keep their password/s secure.
* All external emails, including those to parents, should be constructed in the same way as a formal letter written on school headed paper (ie use of Dear Mr/Mrs/Ms)
* If any issues /complaints are involved then staff sending emails to parents, external organisations, or students are advised to cc their line manager/s and other relevant individuals.
* All emails should be written and checked carefully before sending.
* Emails created or received as part of your school job will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000

Staff are expected to manage their staff email account in an effective way as follows:

* Delete all emails of short-term value.
* Organise email into folders and carry out frequent house-keeping on all folders and archives.
* Respond to emails in a timely fashion, it is courteous to respond to emails within 24 hours.
* Include the following in every email **The Federation of Minster and Monkton Church of England Primary Schools respects the wellbeing of its staff.  There is no expectation that emails are responded to before 8.00am or after 5.00pm Monday to Friday, at the weekend or during school holidays.**
* However you access your school email (whether directly, through webmail when away from the office or on non-school hardware) all the school ICT, e-safety and email policies apply.
* Staff must immediately inform their line manager if they receive an offensive email.
* Any suspicious emails should be reported and should not be opened

**Sending emails**

**The following rules apply:**

* When composing your message to a parent or non staff member you should always use formal language, as if you were writing a letter on headed paper.
* If sending emails containing personal, confidential, classified or financially sensitive data to external third parties or agencies, please see the section below ‘Emailing personal, sensitive, confidential or classified information’.
* Use your own school email account so that you are clearly identified as the originator of a message.
* Keep the number and relevance of email recipients, particularly those being copied, to the minimum necessary and appropriate.
* Do not send whole school emails unless essential for school business
* Do not send or forward attachments unnecessarily. Whenever possible, send the location path to the shared drive rather than sending attachments.

**Receiving emails**

**The following rules apply:**

* Check your email regularly.
* If appropriate, activate your ‘out-of-office’ notification when away for extended periods.
* Never open attachments from an untrusted source. If unsure, always consult the network manager first.
* Do not use the email systems to store attachments. Detach and save business related work to the appropriate shared drive/folder. Delete short term value emails once documents have been stored in the appropriate folder.
* The setting to automatically forward and/or delete of emails is not allowed. Individuals are required to ‘manage’ their accounts.

**Monitoring and evaluation**

The policy will be monitored and evaluated regularly taking into account any incidents which occur or technological developments which might need a change in the policy