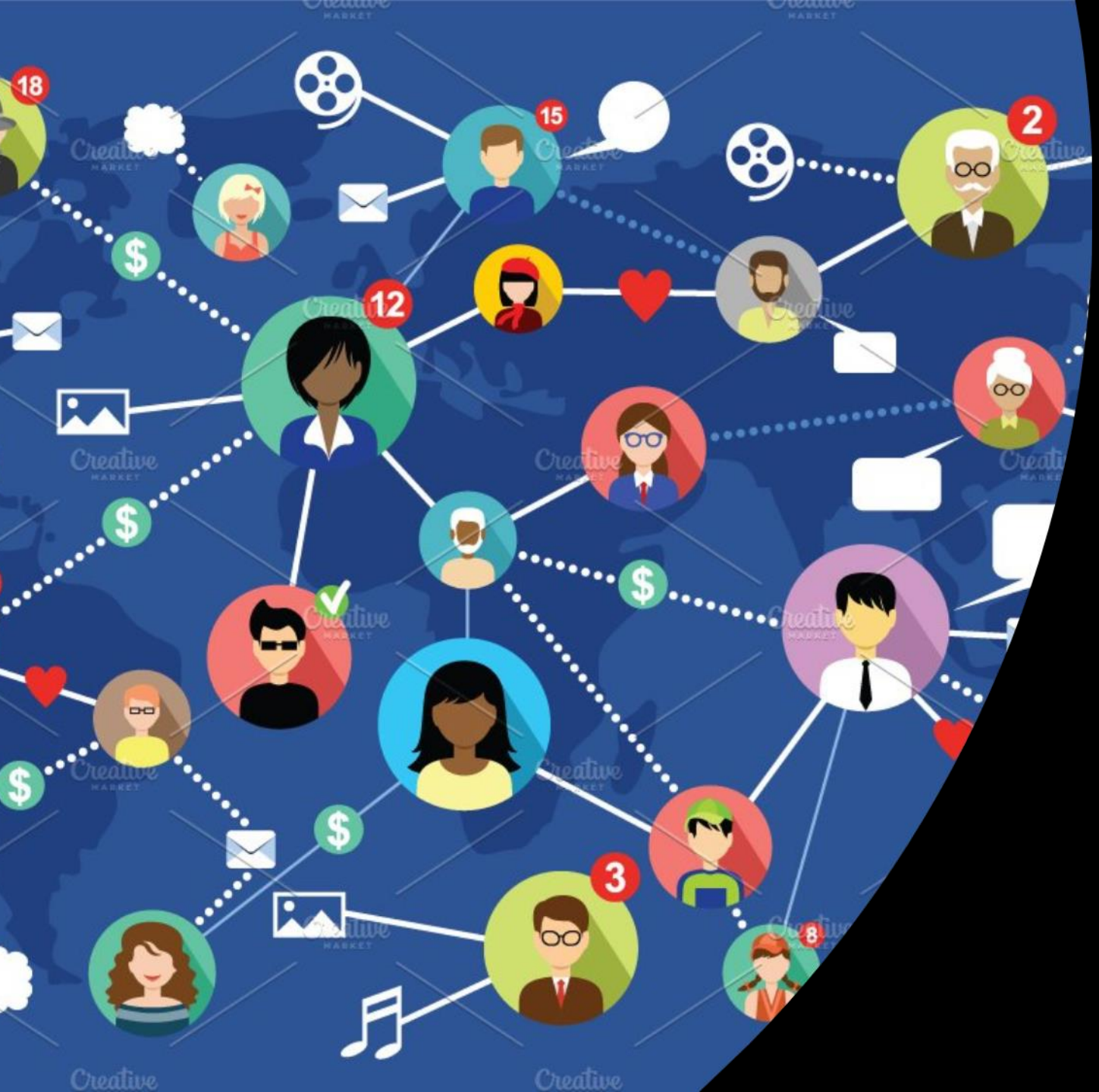


ONLINE COMMUNICATION CHARTER 3: SENDING E-MAILS

General Guidelines for St Kilian's Community School

I WANT TO SEND AN E-MAIL…

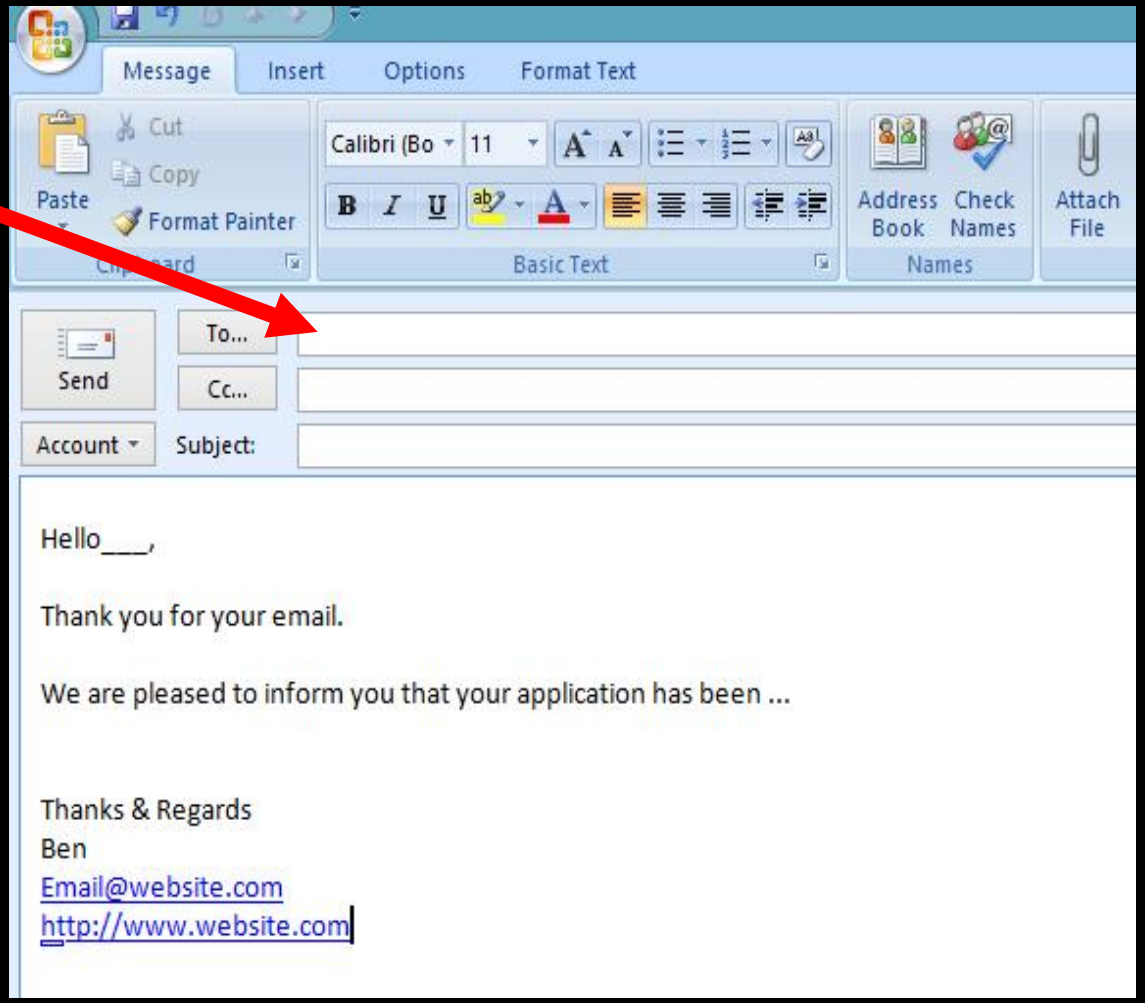
- Look for this blue icon
- Download the Microsoft Outlook app on your phone.
- That way you can access your email and get notifications any time.

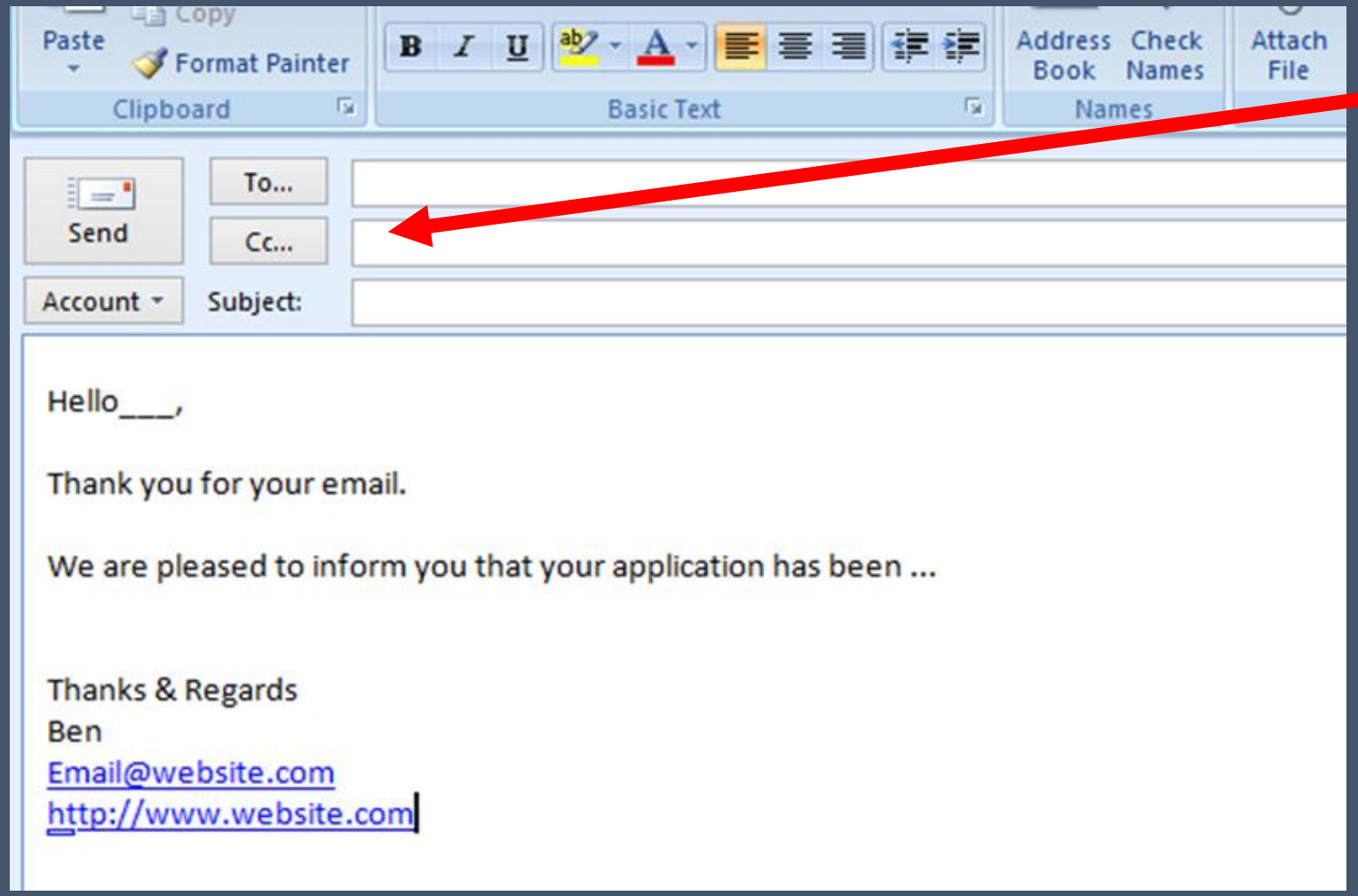
E-MAIL COMMUNICATIONS

USE SCHOOL E-MAIL ACCOUNTS ONLY FOR ALL COMMUNICATIONS ON E-MAIL AND TEAMS e.g. 21bloggsjoe@stkilianscs.com

‘TO’ LINE OF AN E-MAIL

This line is where you put the name of the person to whom you are sending the email. Make sure you send it to the correct person.

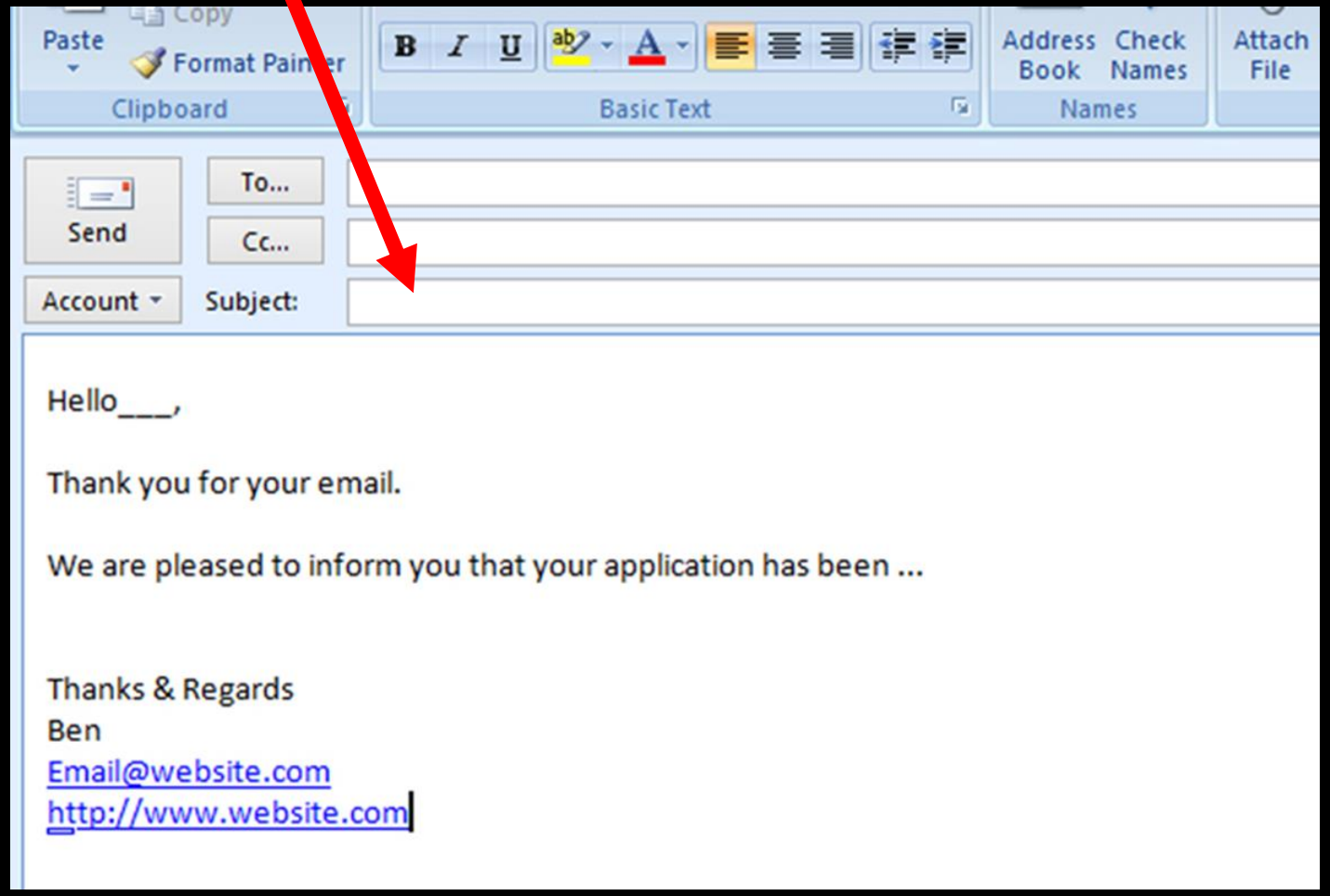




‘Cc’ LINE OF AN E-MAIL:

This is where you put in the name of other people whom you wish to copy into the email.

‘SUBJECT’ LINE OF AN E-MAIL:

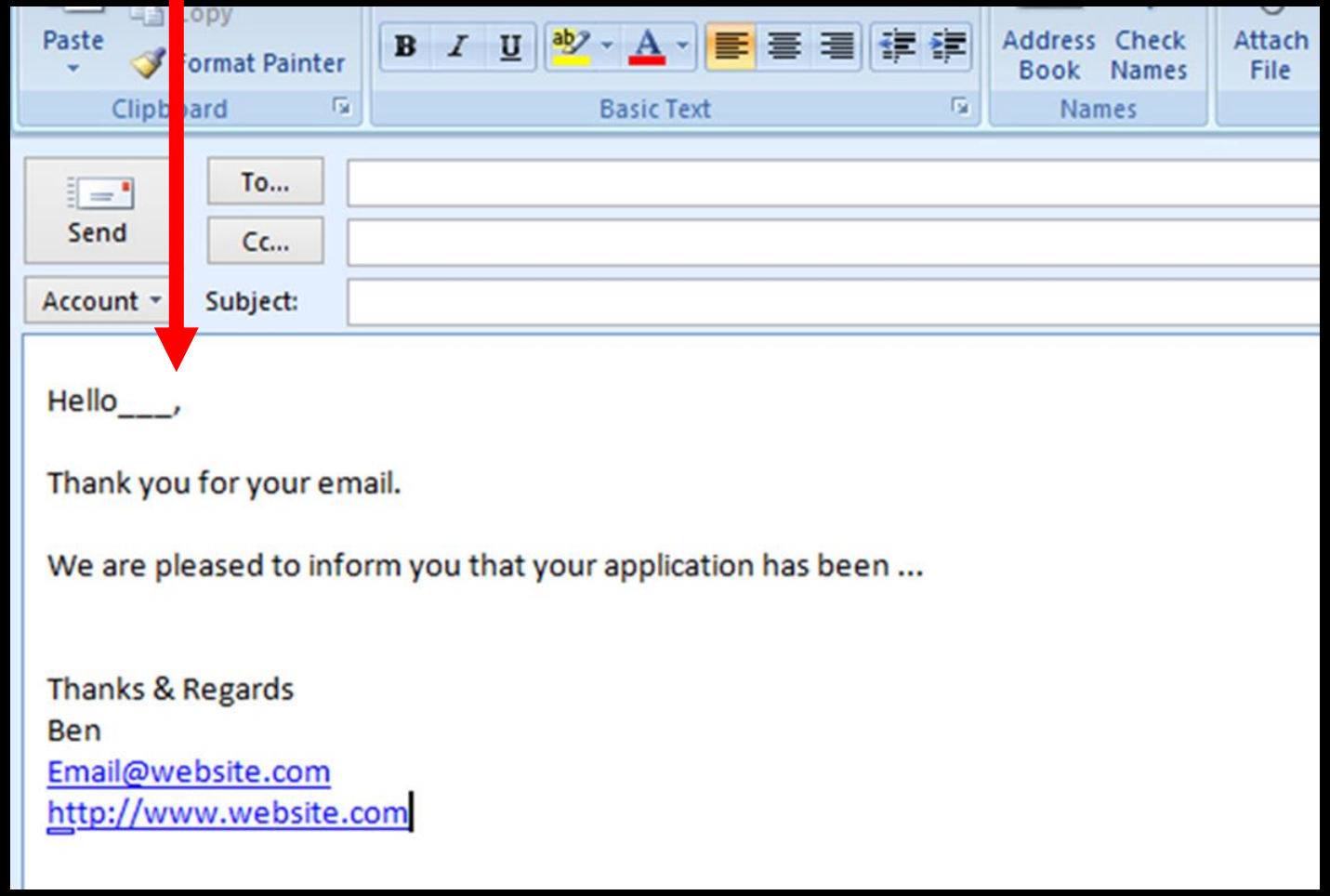


On this line, write the SHORT purpose of the e-mail, for example:

Assignment 3, 20/01/2021

THIS LINE IS NOT FOR YOUR FULL E-MAILS

MAIN BODY OF AN E-MAIL:



This goes in the large white space you see here.

This is where you write the details of what you want to say.

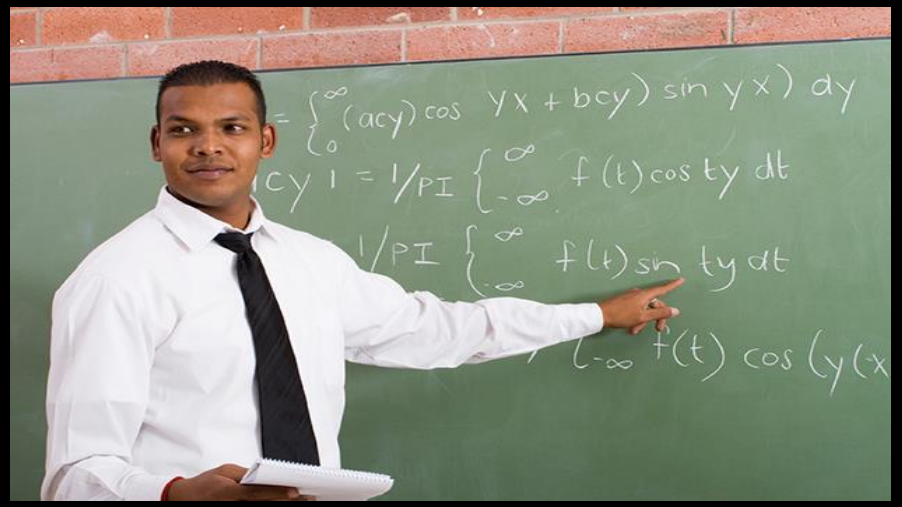
E-MAILING TEACHERS

- Teachers should be e-mailed outside of class times.
- The chat function on Teams is not to be used outside of class time to communicate with teachers.
- E-mail is a formal type of communication.
- Do not expect immediate replies to your e-mails.

WHAT GOES IN THE MAIN BODY OF THE E-MAIL?

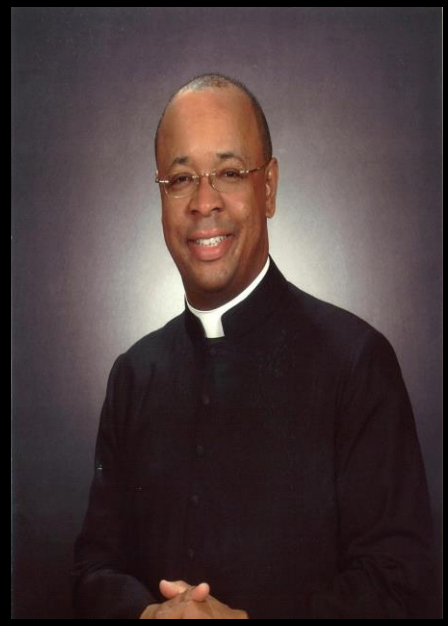
FORMAL GREETING TO ADDRESS A TEACHER

- Dear Mr Myers,
- Dear Ms Jones,
- Dear Mrs Dench,
- Always followed by a comma



FORMAL GREETINGS ARE ALSO USED TO ADDRESS SOMEONE YOU DO NOT KNOW

- Dear Professor O’Neill,
- Dear Fr Mathai,
- Dear Dr O’Connell,



Main body of e-mail continued

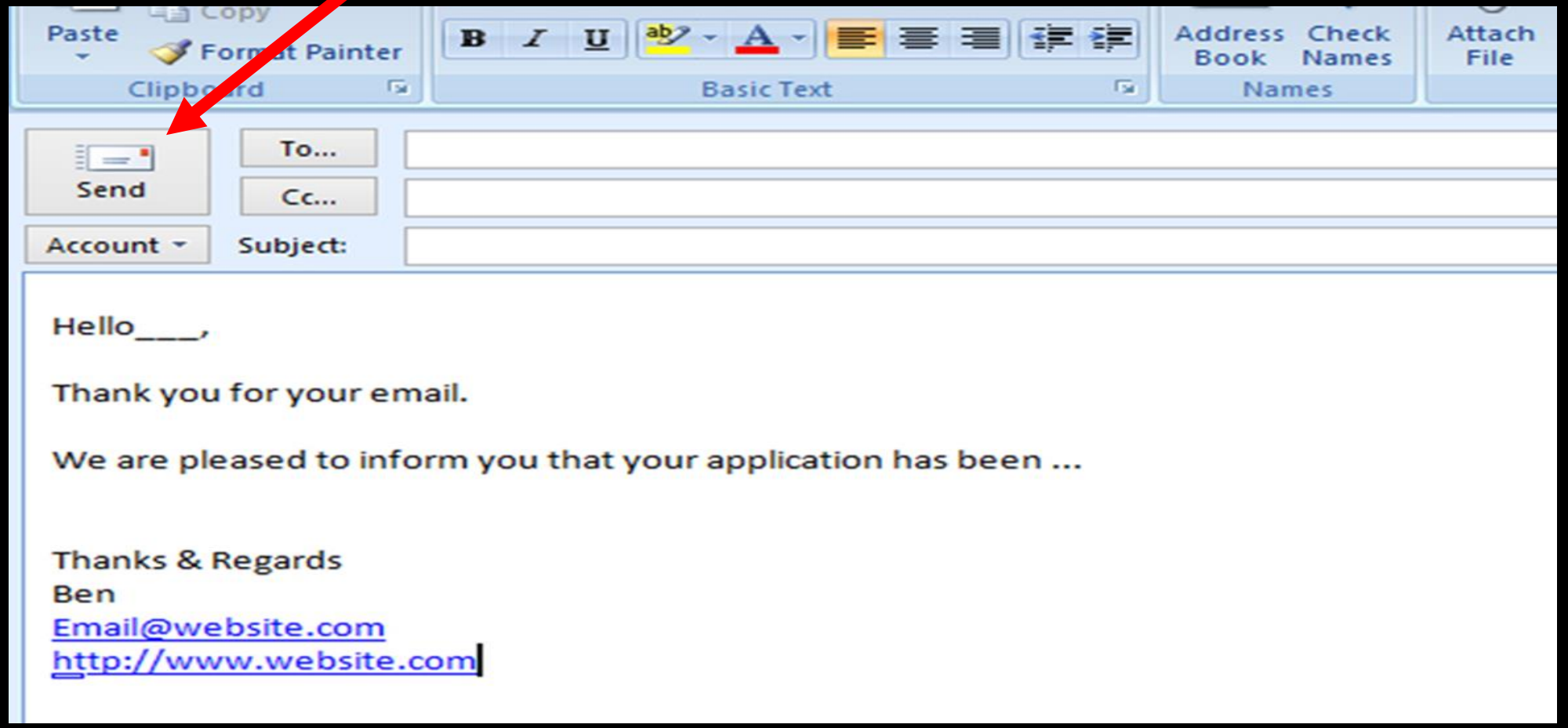
- Do not use text-speak in writing emails. Avoid using ‘u’ for ‘you’, ‘coz’ for ‘because’, ‘4’ instead of ‘for’ etc.
- Write using correct English language with full sentences and punctuation.

ENDING YOUR E-MAIL

- Conclude your e-mail by saying ‘Thank you.’

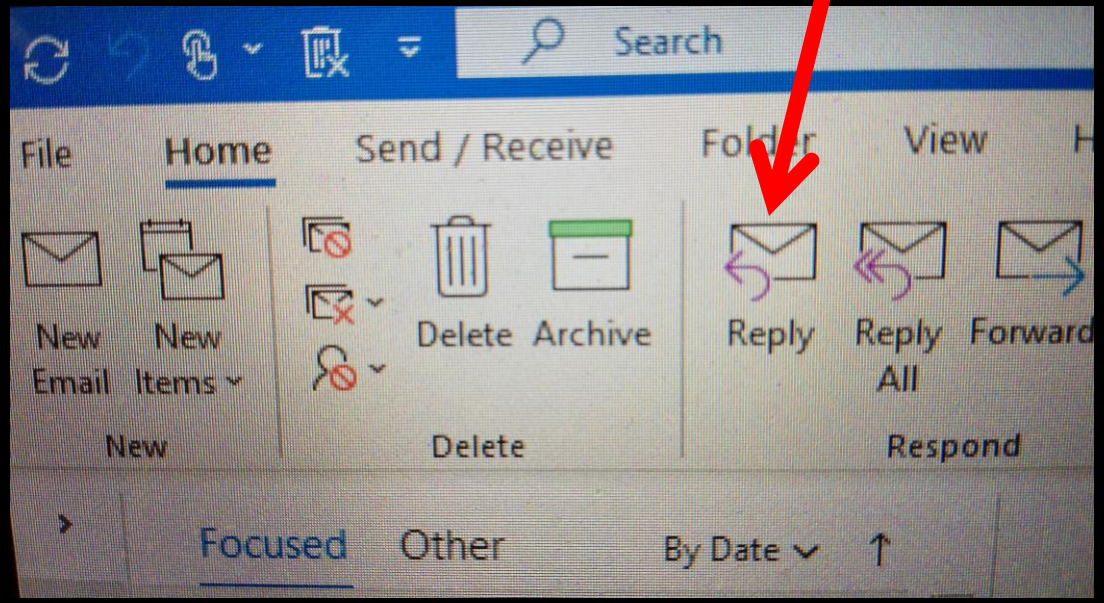
- End by signing your name and your class e.g. Mary Jones, Class 3X

CLICK ‘SEND’ TO SEND YOUR E-MAIL

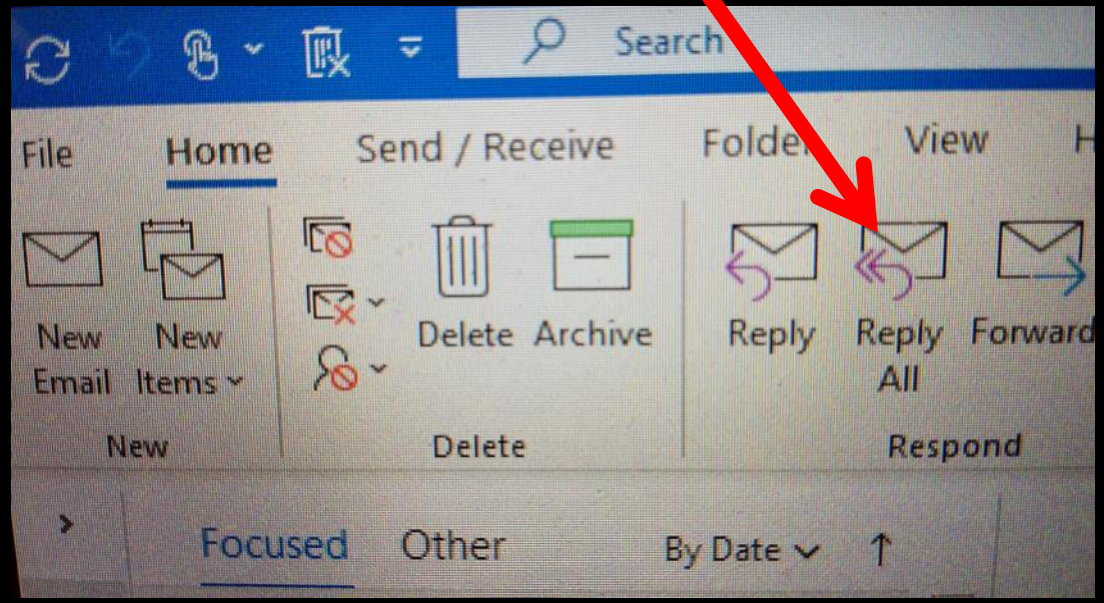


REPLYING TO E-MAILS: BE CAREFUL!

REPLY TO AN INDIVIDUAL HAS ONE ARROW

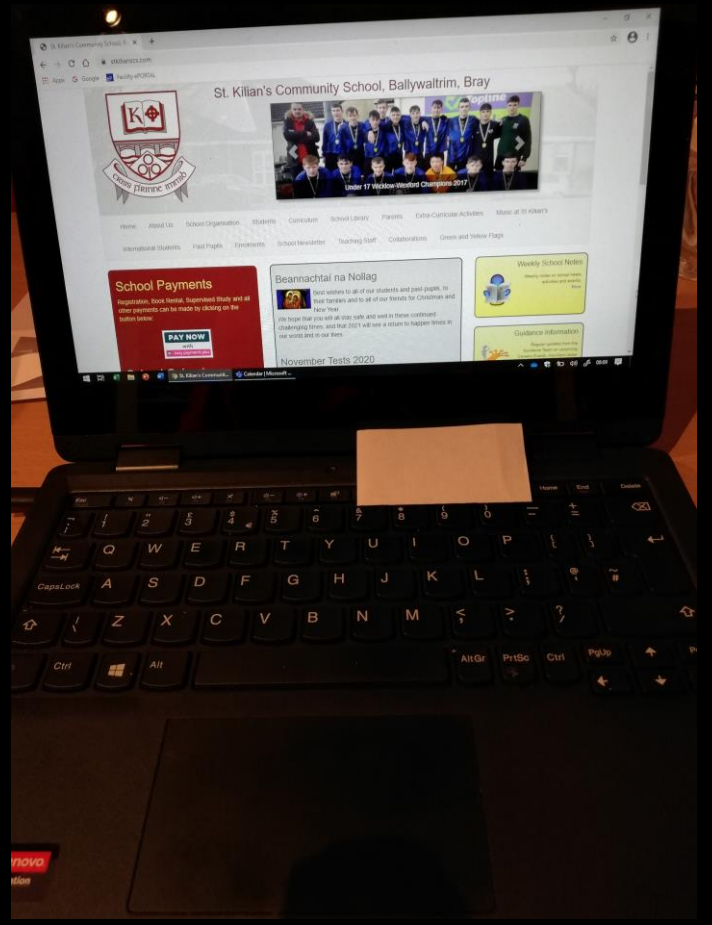


REPLY TO ALL HAS TWO ARROWS



IN THIS SCHOOL, REAL AND VIRTUAL, WE VALUE:

- RESPECT
- COMMUNICATION
- LEARNING
- PARTICIPATION
- CARE



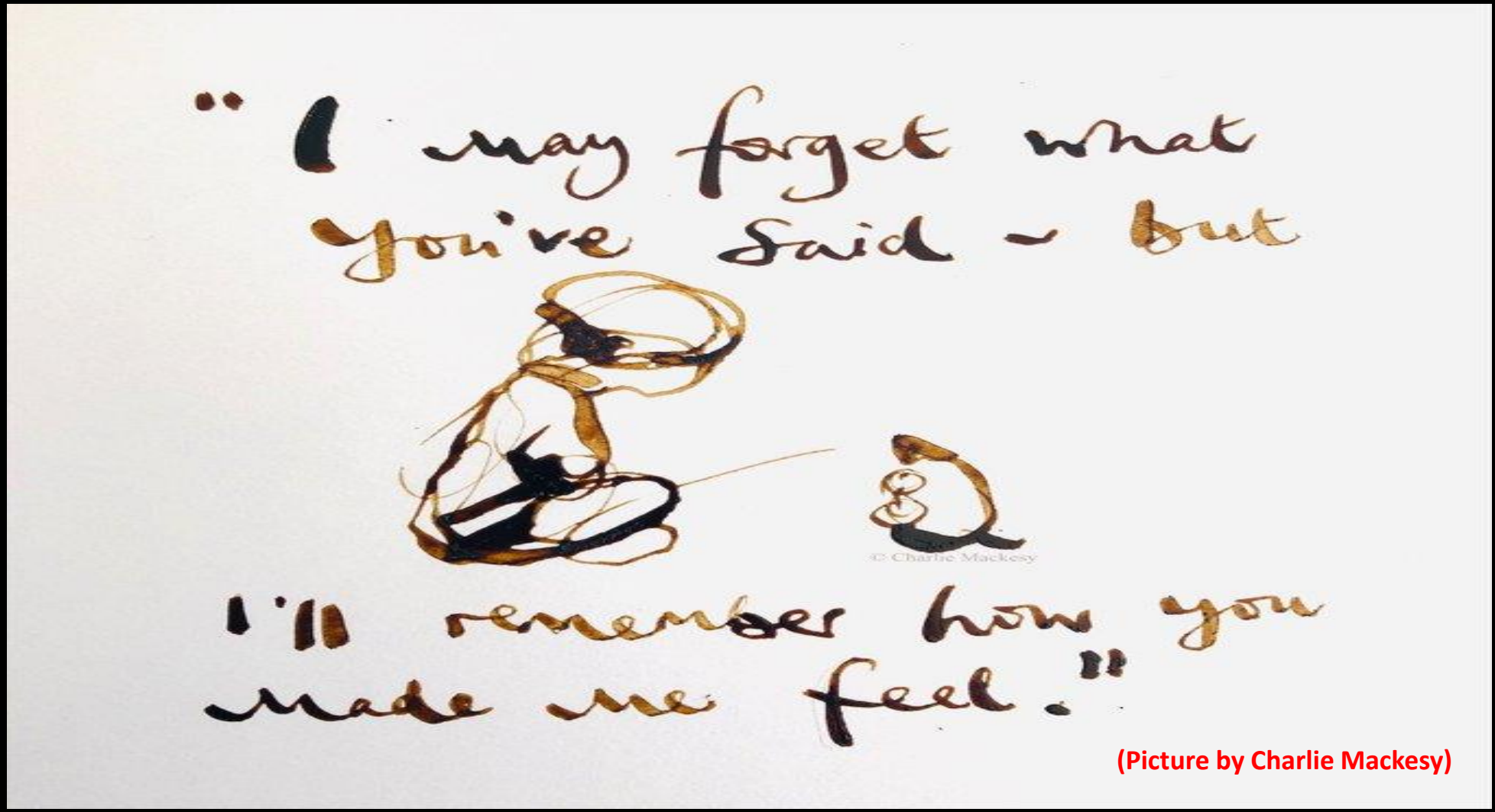
REMEMBER …

- Use only your designated school e-mail account.
- If in doubt about anything, ask your teacher or a member of the ICT Team at ictteam@stkilianscs.com
- Never disclose personal details of your place of residence, bank details, or share personal photographs online.
- Never send anything offensive to anyone.

REMEMBER…

The Code of Behaviour applies online as well as in school

STAY KIND, CARING AND LOVING…



(Picture by Charlie Mackesy)