

Teacher Email Address

Ms. Molina - dmolina@sfxschool.ca

Mr. Krol - mkrol@sfxschool.ca

The teacher email is to be used as a secondary option for communication with the teacher(s), with the primary option being face to face. Mr. Krol and Ms. Molina will have access to the email address.

Purpose:

The purpose of a teacher email address is to provide parents with another venue to communicate with the teacher. Parents may want to email the teacher to communicate items of low importance. Items that are urgent and need immediate and/or in-depth attention should not be communicated through email.

Etiquette:

Below are some examples of how parents have communicated appropriately through email:

“Dear teacher,

I would like my son to have extra math practice while we are away on vacation. Do you have any extra handouts or websites we can visit?

Thanks,
Parent”

“Dear teacher,

I am wondering if we could set up a time in the near future? I would like to discuss how my daughter is doing in your class.

Take care,
Parent”

It is important to close the email with your name and the name of your child.

Please, do not send emails that need immediate attention. Emails containing serious issues that involve back and forth discussion, emails that are intense in nature, have a negative tone or are confrontational will be ignored and will not be validated by a response. A meeting should be set up with the teacher to discuss such issues.

Email Responses from the Teacher(s):

The teacher email will be checked periodically, so please allow 3-4 days for a response. Teachers will keep their response concise and to the point. From time to time a teacher may initiate a communication by sending out an email. When a teacher sends an email to a parent, the same edict that applies to the parent also applies to the teacher.