

USING EMAIL FOR COMMUNICATION

Using Email for Communication with School Staff and Administration

In today's digital age, email is one of the most effective and respectful ways to communicate with the school. It helps ensure that messages are clearly conveyed, properly recorded, and responded to in an organized manner.

Why Email Communication is Important?

- Email allows concerns and requests to reach the right authority without delay.
- It helps the school maintain transparency and proper records of communication.
- It ensures that messages are clear, thoughtful, and respectful.

Who Can Be Contacted by Email?

Parents may use email to communicate with:

- Class Teachers (Child's academic queries, general concerns of the child)
- Academic Heads (Academic concerns)
- C.A.O (Fee Queries, Admission Queries)
- Principal (Academic & Administration Queries)
- Vice Principal (Academic Queries)
- H.R.M (Job Queries, Media Highlights, Achievements Displays)
- C.E.O (Stake Holders Discussion)

(All the email details are mentioned on the School Website.)

Guidelines for Writing an Email

To help us serve you better, parents are kindly requested to follow these simple guidelines:

- Use a clear and polite subject line (e.g., Regarding Homework Clarification – Class 6A).
- Mention the student's full name, class, and division in the email.
- Write briefly and clearly, explaining the concern or request.
- Maintain a respectful and courteous tone at all times.
- Avoid sending multiple emails for the same issue.

Response Time

Please allow the school a reasonable time to respond to emails. Most queries are addressed during working hours on school days. Parents have to wait at least 24 hours for the response to the email. Urgent matters should be communicated through the appropriate official channel as advised by the school.

Matters Not Suitable for Email

Emails should not be used for:

- Emergencies
- Sensitive issues that require a personal meeting
- Complaints written in an inappropriate or emotional tone

In such cases, parents are requested to seek an appointment through the school office.

Working Together

The school values open and respectful communication with parents. When emails are used appropriately, they help build a strong partnership between parents, teachers, and the administration, ensuring the best possible support for our learners.

How to Write an Email to the Principal & Vice Principal (Guidelines and Sample Emails for Parents)

Email is a formal and effective way to communicate with the school authorities such as the Principal and Vice Principal. Writing a well-structured and polite email helps your concern reach the right person and ensures a quicker and clearer response.

When Should Parents Write to the Principal / Vice Principal?

Parents may write emails for:

- Leave applications (medical, personal, emergency).
- Seeking permission (participation in events).
- Request letters (certificates, meetings, special considerations).
- Matters that require administrative approval or guidance.

General Guidelines for Writing the Email

Parents are kindly requested to follow these simple steps:

1. Use a clear subject line.
 - Example: Leave Application for Class 6 – Student Name
2. Begin with a respectful salutation.
 - Respected Sir / Madam
 - Dear Principal / Vice Principal
3. Introduce the student clearly.
 - Mention the student's name, class, and division.
4. State the purpose briefly and politely.
 - Avoid long explanations. Be clear and to the point.
5. Use respectful and courteous language.
 - Always maintain a calm and polite tone.
6. Close the email properly
 - Thank the authority and sign with the parent's name.

Sample Email Formats

1. Leave Application

Respected Sir / Madam,

I am the parent of _____, studying in Class _____, Division _____.

I would like to inform you that my child will be unable to attend school from _____ to _____ due to _____.

I kindly request you to grant leave for the above-mentioned period.

Thank you for your understanding and support.

Yours sincerely,

Parent Name

Contact Number

2. Request for Appointment / Meeting

Respected Sir / Madam,

I am the parent of _____, studying in Class _____, Division _____. I would like to request an appointment at your convenient time to discuss a matter concerning my child's academic progress/well-being. (State Your Reason)

Kindly let me know a suitable date and time.

Thank you for your time and consideration.

Yours sincerely,

Parent Name

Contact Number

3. General Request Letter

Respected Sir / Madam,

I am the parent of _____, studying in Class ____, Division ____.

I would like to kindly request _____ (clearly mention the request).

I shall be grateful for your guidance and support in this matter.

Thank you for your time and consideration.

Yours sincerely,

Parent Name

Contact Number

A Gentle Reminder to Parents

- *Please avoid sending repeated emails for the same concern.*
- *Allow a reasonable time for response during working hours.*
- *For urgent or sensitive matters related to Child safety or breach of Trust, parents are advised to meet in person in the school office. For matters of financial concerns or advice that can wait for 24 hours response time, in such situations, parents may seek an official appointment through the email from concerned departments.*