



Emails Addresses and Guidance

Sending/Replying to Emails

In accordance with our well-being policy, staff will not be expected to respond to emails between the hours of 4:30pm and 8am. The weekend curfew will be in effect between 4:30pm Friday and 8am Monday. This curfew is applied to encourage a better work-life balance.

Emails will be responded to within a 48 hour time period. If a response is required urgently, the relevant member of staff will respond as soon as they are able to. Staff may not always monitor their email accounts during the school holidays, so they may not be able to respond within 48 hours.

We expect all emails to be courteous and respectful from both parents and staff.

rockhoppers@mead.surrey.sch.uk emperors@mead.surrey.sch.uk		
turtles@mead.surrey.sch.uk	jellyfish@mead.surrey.sch.uk	starfish@mead.surrey.sch.uk
hedgehogs@mead.surrey.sch.uk	badgers@mead.surrey.sch.uk	squirrels@mead.surrey.sch.uk
bears@mead.surrey.sch.uk	leopards@mead.surrey.sch.uk	monkeys@mead.surrey.sch.uk