

St Anne's Parent Rules for Communicating with Staff during Lockdown

- All correspondence to class teachers should be via email only. Emails will be looked at between the hours of 8:30am and 4pm on weekdays only. Teachers will endeavour to respond within 24 hrs
- Work submitted will be acknowledged within 24hrs in most instances
- Please do not send anything other than work set for the three main sessions by the class teacher
- If answer sheets are included, please mark the work with the child at home. Do not send a copy of this work to your child's class teacher
- If work is marked or has received feedback as part of the online session, please do not send a copy to the class teacher
- Not all submitted work will be commented upon, only if the class teacher feels it necessary
- Please share children's work through the Class Dojo 'portfolio' system- NOT via personal messages on Class Dojo. Instructions to do so can be found [HERE](#)
- Year 6 to share work via the year6@stannes.cheshire.sch.uk email address
- The Class Dojo platform is to share work only- please DO NOT message your child's class teacher through Class Dojo, it will not be responded to