



E-MAIL NETIQUETTE - BE RESPECTFUL

As with every type of online interaction, there are certain 'rules' that everyone needs to follow when getting in touch using e-mail. Just like classroom expectations - Be Ready, Be Respectful, Be Your Best - the same applies when we're Learning @ Home!

When sending an e-mail to your teacher:

1. Always use your school e-mail address
2. Use the Subject Heading box to let your teacher know what the e-mail is about in a few words - keep it short
3. Don't use CAPITALS - it's seen as SHOUTING
4. Use the message box to write your e-mail message to your teacher
5. Be as polite as you would be in 'real life' - start your message with 'Hi!' and don't forget to say 'Thanks!' at the end
6. We will try to reply to you as soon as we can, although this may take a day or two. If your request can't wait, contact admin@tynecastle.edin.sch.uk

