

3rd March 2020

Dear Parent/Guardian

Penola Catholic College recognises that email is a fast and convenient way to communicate with your child's teacher.

As you could appreciate, teachers read their emails at various times throughout the school day. Further, other than in the case of a genuine emergency, they are generally not expected to respond to emails from parents and students outside of normal working hours. Please keep in mind that if you send an email to a member of our staff outside of normal working hours, a reply may not be received until the following working day.

If you wish to contact your child's teacher, please continue to direct your emails to penola@parra.catholic.edu.au which will then be triaged, as per usual practice.

We appreciate your assistance and understanding.

If you have any questions about this matter, please feel free to contact my secretary, Mrs Clarke on 4728 8100.

Yours sincerely

Mrs T Carins
Principal Leader