

Sandymount Park **COMMUNICATION** *guide*

PLEASE NOTE THAT ALL WRITTEN COMMUNICATION MUST BE VIA **VSMail** THROUGH THE VSWARE APP.
EMAILS SENT DIRECT TO TEACHERS, TUTORS, PROGRESS LEADERS, SNAS WILL NOT BE RESPONDED TO.

1

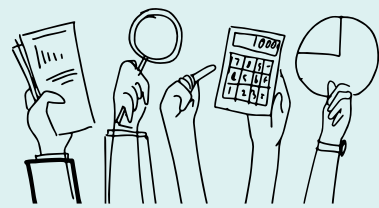
CHECK

With classmates, your child, the
journal, Teams



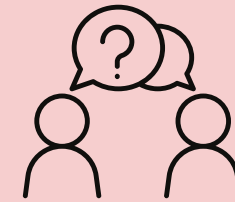
WEBSITE

www.sandymountparketss.ie



SUBJECT CONCERN

Contact the teacher via VSMail,
request a call back



SERIOUS CONCERN

Contact the Progress Leader via
VSMail, request a call back



GENERAL CONCERN

Contact the tutor via VSMail,
request a call back



CONSIDERATIONS

Teachers' time is primarily dedicated to lesson planning and delivery, assessment and reporting, pastoral care, and extracurricular activities. Please be mindful of this and allow time for responses to VSMail messages, as replies may not be immediate. We kindly ask that communications be kept focused and essential, as this helps ensure that teachers can dedicate their time to supporting student learning



PROTOCOLS

- Please keep VSMail messages concise and within school hours (8am–4pm)
- In support of staff wellbeing and in line with our school values, we ask that all messages are communicated in a respectful tone

VSWARE, VSMail GUIDES ARE AVAILABLE ON THE WEBSITE