



## Right to Disconnect Policy

### Purpose

This policy establishes clear guidelines for school members of Kilkenny Primary School regarding their right to disconnect from work-related communications with parents and carers, students and staff outside of established working hours. This policy aims to promote a healthy work-life balance for all staff members to support their wellbeing and reduce out-of-hour workload, which aligns with the Department for Education enterprise agreement.

### Communication Guidelines

The standard working hours for staff members at Kilkenny Primary School are from 8am to 4pm, Monday through Friday, with the exception of staff that work part-time. Staff members are encouraged to respond to parent communications (emails, phone calls, messages) as soon as practicable during their designated working hours. Any communication outside of these hours will be considered voluntary and non-compulsory.

Parents communication is acceptable at any time, however classroom teachers and Kilkenny staff members will respond to non-urgent parent communication, as soon as practicable, within a 2-3 working day response period. If a complex issue has arisen that requires a lengthy message to the classroom teacher, it is advised that a meeting time should be organised with the classroom teacher to avoid back and forth messages between parties.

Any urgent and time-sensitive communication will need to go through the Front Office and any important messages will be passed on to the teacher or staff member of concern as soon as practicable. This would include a change in end of day/pick up detail, attending OSHC, early departure etc.

### Right to Disconnect

Staff members have the right to disconnect from work-related communications outside of working hours, including evenings, weekends, holidays, and personal leave days. Staff will not be expected to respond to non-urgent communications outside of working hours unless this is voluntary.

Parents and carers are requested to respect staff members' right to disconnect and to understand that responses to communications may not be immediate outside of working hours. If a response has not been received within the 2-3 working day response period, a follow-up message is encouraged, or parents and carers can contact the Front Office.

Staff members are encouraged to report any pressure to respond to communications outside of working hours to Leadership.

The Right to Disconnect policy is to be reviewed regularly to ensure the information remains current and relevant and follows the guidelines set out by the Department for Education enterprise agreement.

### Communication and review

This policy has been undertaken in consultation with:

- Staff at Kilkenny Primary School
- the Governing Council

This policy can be accessed on the Kilkenny Primary School website. This policy will be reviewed in June 2027.

