



Setting Up Your Electronic Mail

All Lambeth schools have been connected to the NGfL and an RM Easymail account has been set up for the majority of schools. Each school has been given a domain name in the form of ***yourschool.lambeth.sch.uk*** e.g. ***rosendale.lambeth.sch.uk***

Your account allows you to have a number of email addresses. These addresses take the form of: ***person@yourschool.lambeth.sch.uk***

General Email

To make best use of email, people need to know how to contact certain people within each school. Therefore, each school should set up the following email addresses where appropriate as a standard:

headteacher@yourschool.lambeth.sch.uk
deputyhead@yourschool.lambeth.sch.uk
admin@yourschool.lambeth.sch.uk
info@yourschool.lambeth.sch.uk (this one for any general school information)
itcoord@yourschool.lambeth.sch.uk
senco@yourschool.lambeth.sch.uk
literacy@yourschool.lambeth.sch.uk
numeracy@yourschool.lambeth.sch.uk
governors@yourschool.lambeth.sch.uk

You may like to set up addresses for other subject areas as well.

Using this format of addressing allows people to easily work out how to contact the headteacher, for example, of another Lambeth school. In addition to these generic addresses, staff may wish to set up personal addresses as detailed below.

Email for staff

For teachers and other adults in the school, we recommend you follow the normal email convention of ***firstnameinitial+lastname@yourschool.lambeth.sch.uk*** and keep a directory within the school, sending a copy to us please. This is the convention used within Lambeth and allows for consistency and ease of use. For example, to contact Phil Redman you would use: ***predman@lambeth.gov.uk***. If you had a teacher in your school called Maggie Bell, she would be: ***mbell@yourschool.lambeth.sch.uk***.

Email for children

The Government originally suggested that all children over nine years old should have their own email address by 2002. This advice has now changed as detailed below. While this may be valid for older children who can take responsibility for managing their own email, we cannot recommend it for younger children. If you do decide that children should have their own address, then follow the reverse of the convention above to avoid children being identified. For example: ***firstname+lastnameinitial@yourschool.lambeth.sch.uk***. Thus, our friend Maggie above would be ***maggieb@yourschool.lambeth.sch.uk***.

Much more manageable is the idea of having one address per class. This can be extended to specific projects as the need arises. For example if you are working with a class in Australia on clothing, you can set up an email address: ***clothing@yourschool.lambeth.sch.uk***.

Alternatively, as the identity of many class groups is linked to the teacher, you may like to set up an address for the specific machine used by the class e.g.

fox@yourschool.lambeth.sch.uk

Further support

If you need any further advice or help with email, then please email us at ***help@lambeth-schools.org.uk***