

SEND BEFORE 6

Overview

Send before 6 is not a new practice, nor is it a policy. We believe this approach is in the best interests of our Lethbridge School Division students, staff and families, as we continue to support well-being. It means non-emergency emails and texts will only be sent before 6:00 p.m. and after 7:00 am on weekdays.

This initiative aims to respect the personal time of staff, families, students and parents. We hope it promotes a healthy work-life balance, allowing time in the evenings for loved ones and other activities.

Late-night emails and texts can be problematic for all of us. Fatigue can lead to poor decision-making, and too much screen time, especially exposure to blue light in the evening, can be harmful. Society is moving towards unplugging from technology after work hours.

Lethbridge School Division wants our staff and students to be at their best each day. While many staff work in the evenings to prepare, **Send Before 6** ensures that this work doesn't include sending emails or texts, which, like in any business, will be addressed during business hours.

We understand that evenings are often the best time for teachers and parents to connect, so phone calls may still happen as usual. **Send Before 6** applies to emails and texts. While teachers and staff may still work in the evenings if needed, most emails and texts will be sent or responded to before 6:00 p.m. We ask parents to support next-school-day responses for non-emergency messages.

We recognize that **Send Before 6** may be a change in practice for some in our division, and we appreciate everyone's cooperation as we adapt and apply this practice. We care about the well-being of our students, staff and families, and aim to reduce the unrealistic expectation that people should be available to respond to emails and texts at any hour.



QUESTIONS?

1. What would be considered non-emergency vs. emergency?

Non-Emergency Situations: These involve issues that are important but not time sensitive. Examples include routine questions, updates, requests for information, or concerns that can wait until the next school day. Responding during regular hours allows for thoughtful and measured responses without the stress of urgency.

Emergency Situations: These are critical issues that require immediate attention. They might involve safety concerns, urgent health matters, or situations that could significantly impact a student's well-being or the school environment if not addressed right away. In these cases, rapid communication is necessary to ensure timely support and intervention.

2. Won't all emails now be scheduled to send first thing in the morning, flooding our inboxes?

Send Before 6 aims to create healthier communication habits by encouraging non-emergency emails and texts to be sent during business hours, before 6:00 p.m. This approach can reduce inbox overload in the morning by:

Discourages After-Hours Sending: By setting the expectation that messages should be sent during the day, fewer emails and texts are sent late at night, minimizing the bulk of messages piling up overnight.

Creates a Balanced Flow of Communication: With most communication happening during business hours, the number of messages is spread out more evenly throughout the day, reducing the chance of a morning rush of emails that need immediate attention.

Encourages Thoughtful Communication: Knowing that messages sent late may go unread until the next day, senders are more likely to pause and reflect on whether the communication is necessary or if it can wait, naturally leading to fewer but more relevant emails.

Ultimately, **Send Before 6** encourages a manageable flow of communication, promoting a healthier and less overwhelming inbox each morning.

3. How will this work for parents?

For parents, **Send Before 6** means:

Structured Communication Times: Non-emergency emails and texts sent after 6:00 p.m. will generally be addressed the next school day. This helps parents plan their communication accordingly and reduces stress about immediate responses.

Encourages Balance: Parents can use the evenings to focus on family time and personal activities without feeling pressured to check or respond to school-related messages outside of business hours.

Clear Expectations: Knowing that urgent issues can still be communicated and addressed promptly helps parents understand when it is appropriate to use immediate communication channels and when to wait for a response during regular hours.

Overall, **Send Before 6** aims to create a more balanced communication routine that respects everyone's time while ensuring that urgent matters are handled efficiently. Thank you for your support!

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