Victoria Junior School
Victoria Road, Feltham,
Middlesex TW13 4AQ

Tel: 020 8890 9624
Email: office@victoria.hounslow.sch.uk

www.victoriajunior.co.uk

Using 2Email on Purple Mash

1. Log on to PurpleMash (www.purplemash.com/victoriajunior-tw13)

2. Click 'Computing'

3. Click 2Email.

4. Click 2Email again.

You will now be able to email your teachers.

Non-negotiables

When emailing your teacher you should:

- Address your teacher by their name
- Be polite and respectful to your teacher
- Write in full sentences with correct punctuation
- Finish your email with your name

Note:
- This is for pupils to contact their teacher with questions about their work and is not intended to take the place of parent to teacher communication. Teachers will be calling weekly to talk to parents.
- If we feel this is not being used respectfully, we reserve the right to remove this function.