



Friends of Repton Guidelines for WhatsApp Groups

At the beginning of each academic year the Class Representatives set up a WhatsApp Group for each class.

The main purpose of these groups is to share important information regarding class activities, reminders of events, deadlines, dates in the School calendar, etc. quickly and efficiently. The WhatsApp Groups are an extremely beneficial tool when used successfully but depending on the situation at hand, it can also sadly occasionally become negative. Hence, the Friends of Repton sets out below some polite rules and etiquette regarding the use of the Class WhatsApp Groups.

Points to note:

- The group should be used to make our lives easier and not become a nuisance.
- It is a quick and easy network for Class Representatives to remind parents of School events and activities and inform about Friends of Repton events. That is the main reason we ask parents to reduce the amount of casual chat so important messages do not get "lost" making the group ineffective.
- Parents should always refer to the official channels of communication from School including Seesaw and the Engage Portal in the first instance. The class WhatsApp group should function mainly as a source for reminders.
- The group should be used keeping in mind mutual respect and cultural sensitivity between all its members.
- We ask parents to be considerate regarding the time they post messages: early morning or late night posts are discouraged.

We encourage the use of the groups for:

- Reminders about deadlines, school activities, and events.
- Questions about school activities or special events e.g. what date the science project is due in, uniform or non-uniform day, when the deadline to pay for a trip is, etc.
- Sharing important information already posted on the Portal to help reach more parents e.g. alerts about sickness, school policies, etc.
- Lost property notices.
- Sharing information which can be useful to the other parents in the group e.g. where to buy costumes for dressing up days, ideas for projects, etc.
- Foster a sense of community e.g. organising playdates or sharing the invitation for a birthday party (when the whole class is involved or invited), planning end of year gifts for teachers and TAs, etc.
- Sharing relevant community notices e.g. road closures or new traffic lights in the local area, etc.

We discourage the use of the groups to:

- Gossip.
- Voice grievances.
- Share personal problems.
- Point out another child's behaviour.
- Discuss the work of teachers: if a parent has a concern regarding the teacher, that parent should speak with him or her directly.
- Raise individual concerns or complaints: if a parent has a particular concern or complaint regarding the School or any member of the Staff, that issue should be raised directly with the School (teacher, Head of Year, leadership team of the School).
- Share political posts or discussions.

The Parent Committee Chair in consultation with Senior School Leadership can add a Parent Committee moderator to Class WhatsApp Group at any time it deems necessary.