



# St Angela's Primary School Parent Council WhatsApp Group Guidelines for Parents and Carers



WhatsApp groups are a very useful and efficient way of communicating between parents and carers of children in the same year group. They are a great way of building a sense of community and support. These groups are set up by parents for the purpose of sending messages which are relevant to the school and helpful for the group members to know, e.g. information about Parent Council events, school events, homework, dressing up days etc. Messages in these WhatsApp groups come from parents and carers in their personal capacity. Neither the school nor the Parent Council send messages in these groups and they are not responsible for monitoring or moderating messages on WhatsApp.

These guidelines are set out in order to encourage positive participation, but also to keep children safe and to set expectations for appropriate content. The Parent Council has put forward this advice so that we can help foster a respectful and productive environment, ensuring that the WhatsApp group remains helpful and relevant for all those involved.

The Parent Council would appreciate it if parents/carers would note the following guidelines:

## 1. Respectful Communication

- Always communicate in a respectful and polite manner.
- We have a diverse school community with many different nationalities, languages, faiths, and ethnic groups. Please be respectful of this.
- Avoid using offensive language or making personal attacks.
- Disagree respectfully, keeping the focus on ideas and solutions, not individuals.

## 2. Privacy and confidentiality

- Avoid sharing personal information and sensitive data, like addresses, phone numbers, or images of children, without explicit consent.
- What is shared in the group should stay in the group to maintain trust and confidentiality. Please do not forward messages or take screenshots and share outside the group.
- Please refrain from naming individual children when discussing issues. Keep it general - if there are specific concerns regarding particular children this should be discussed privately or via the school.

## 3. Stay on Topic

- Keep discussions relevant to the primary school experience- school events, homework, trips, children's activities, and general school information.
- Refrain from airing personal grievances: The group is not a platform for expressing complaints or issues with staff, individual children, other parents, or school policies. You must communicate regarding these sorts of issues via the appropriate channels, either directly with the school or through the Parent Council.

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- Before forwarding messages from other sources please ensure they are relevant and appropriate for the group.

## 4. No Spam or Promotions

- Refrain from sharing promotional content, advertisements, or unnecessary links.
- If sharing an event or opportunity, ensure it is directly related to the school or to age appropriate children's activities.
- Be sure that any external links you do share are safe.

## 5. Event Coordination

- When discussing events (e.g., school fairs, parent-teacher meetings, fundraisers), please ensure information is clear and concise.
- Provide details such as dates, times, and locations.
- Make sure it is clear whether you are discussing a school organised event or an event organised by parents for outside of school time.

## 6. Respect Quiet Hours

- Avoid sending messages late at night or early in the morning. Respect members' time.
- Use the group for essential communication, and try to limit sending multiple messages at once.

## 7. Support and Encouragement

- Foster a positive, supportive environment. Share advice, resources, and encouragement for other parents/carers and their children.
- Celebrate achievements, milestones, and successes!

## 8. Admin Role

- If you have created a group or volunteered to be an admin then it is assumed that you will be responsible for maintaining order, but you are not expected to moderate all content. If members have any concerns or issues regarding other group members they should contact an admin privately.

There is no requirement to join these groups and participation is voluntary. If you have joined one or more of the groups it would be helpful if you could please take note of these guidelines.

Thank you  
St Angela's Primary School Parent Council