



## Guidelines for WhatsApp Groups

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At the beginning of each academic year, the Class Representative usually sets up a WhatsApp Group for their 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 properly but become negative when misused.

Hence, the PTA sets out below some 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 PTA events.
- We ask parents to reduce the amount of casual chat so important messages do not get “lost” making the group ineffective.
- Parents should refer to the official channels of communication from the School 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 of its members.
- We ask parents to be considerate regarding the time of day that 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 a 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 School website to help reach more parents.
- 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 class socials or planning end-of-year gifts for teachers and TAs, etc.

We discourage the use of the groups to:

- Voice grievances, gossip and 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.
- Share political posts or discussions.

NB: Group administrators are not responsible for comments posted by individual members of the group.

The group administrator has the right to restrict admission or remove anyone from the group without notification.

By accepting the request to join, you are sharing your telephone number with other parents within your child's class. Once you join, you always have the option to leave the group. For individual concerns, raise directly with the parent or, where necessary the School directly.