



25th April 2025

Dear Parents,

Subject: Guidance on the Appropriate Use of Social Media and WhatsApp in Our School Community

We hope this letter finds you well. As part of our ongoing efforts to support a safe, respectful and productive school environment, we would like to share some important guidance regarding the use of social media and WhatsApp within our school community.

In today's digital age, social platforms can be valuable tools for communication and engagement. However, it is important that these tools are used responsibly and in ways that uphold the values of our school and support the wellbeing of all students, staff and families.

Guidelines for Using Social Media and WhatsApp Responsibly - this includes WhatsApp groups, community facebook or digital groups, online forums or other social media groups:

1. Respectful Communication

Please ensure that all messages, posts or comments shared about the school, staff, students or other parents are respectful and constructive. Avoid sharing content that may be hurtful, misleading or inflammatory. This includes posting on social media comments or pictures that can identify other parents, children or staff without their prior consent.

If you have concerns about school matters, or behaviour of children at school - please direct this to the school to address rather than raise concerns online.

2. Use Official Channels for School Matters

For any concerns, questions, or feedback related to school policies, teaching, or student progress, we kindly ask that you contact the school directly via official communication channels (email, phone, or scheduled meetings).

3. WhatsApp Group Etiquette

- WhatsApp class or parent groups should be used primarily for logistical purposes, such as reminders about school events or sharing school-approved information.
- Avoid using these groups to discuss individual children, teachers or sensitive school issues.
- Please do not share photos of children or staff without prior consent.
- Be mindful of the volume and timing of messages, especially outside of school hours.
- Please note the school does not use WhatsApp as an official communication method and these groups are not created, monitored or endorsed by the school. However, these rules should still apply to these parent-led groups.

4. Privacy and Safety

Help us protect the privacy of all students and staff by not posting photos or videos taken at school events online unless express permission has been granted by the school. Please do not





post comments that could easily identify children or staff to protect privacy and safety of those individuals.

5. **Positive Digital Citizenship**

We encourage all members of our school community to model responsible digital behaviour for our students. This includes being kind, thoughtful and respectful in all online interactions.

We appreciate your continued support in helping us create a positive and respectful school environment, both in person and online. If you have any questions or would like to discuss this further, please feel free to contact us.

Guidance for social media groups is attached to this letter and can be found on our website.

Together, we can ensure that our digital spaces reflect the same care and respect we value so highly within our school.

Thank you,
Mr Harris

