



Redbourn Primary School Parent Groups Guide to WhatsApp Communication

Effective communication is key so we have put this document together as a useful guide to provide helpful and positive communication between parents and the school.

RPTA (Redbourn Primary School's PTA) Class Rep

Each year group has a representative from RPTA. As a member of the fundraising committee, their main role will be to communicate key dates and reminders on upcoming PTA events, where help and volunteers are needed and how to be involved.

Parent Focus Group (PFG) Parent Rep

Each class or year group will have a representative from the Parent Focus Group. As a member of the group their main role will be to keep in touch with the views of other parents in their class/year group and report on the views of the class they represent at the termly meeting. This is not a fundraising group, it is a forum which is concerned with school improvement and supports parents being more involved in their child's education.

Year Group WhatsApp Group

The year group WhatsApp group is set up to provide useful and equal communication between the parents/carers of each class collectively. It is not governed by the school or the PTA and any member of the class/group can contribute.

There is no obligation to join the group but if used in the right way, it will share helpful and positive information related to your class and children. Hopefully all parents/carers will feel encouraged to join. The group has historically been used for the following:

- Primarily for useful reminders of school and class events, for example, school trips, non-uniform days etc.
- Communication between the PTA class rep and PFG parent rep on upcoming events/meetings.
- Organising end of year collections for teacher's gifts and socials for parents/carers. These can be organised by anyone in the class, not necessarily a class rep.

To ensure the smooth running of the groups we have put together a suggested, hopefully helpful, code of conduct:

- To be used only for information relating to the school and your particular class. For example, useful reminders of school events/trips, class assemblies, non-uniform days, RPTA communication and PFG meeting dates and information.
- Not to be used as a forum for personal views or speculation on any specific person, individual or in a group.
- Not to be used for messages relating to the promotion of businesses or personal causes outside the school.
- To be used, when possible, between the hours of 7am and 10pm.
- To be used in a positive nature and any personal complaints/issues to be directed to the class teacher or the school accordingly.
- To be respectful and inclusive to all. For example, not to be used for sending out party invitations unless the whole class is invited.
- The groups are intended to be self-policing and all members should take responsibility for their own code of conduct and use the group respectfully. If there is content that makes you uncomfortable you can speak to your PFG rep in the first instance. Any further issues will be directed to the Chair of the PFG.

To keep WhatsApp 'traffic' to a minimum to ensure key messages do not get lost, please consider:

- Message directly to someone 'off group' rather than replying all
- Message if you have another child's item of clothing at home or return to school the next day



Redbourn Primary School Parent Groups Guide to WhatsApp Communication

We hope you find this guide helpful. It should be noted that the above reps and forums are not the channels for individual complaints or issues. Please speak directly to your child's class teacher regarding such concerns. Thank you.