



Stamford Green

Primary School and Nursery



Acceptable use of contact details given to the PTA

At Stamford Green Primary School and Nursery, the PTA (Parent Teacher Association) may, with your permission, collect information relating to the contact details of the parents/carers of the children in the school.

The contact details collected usually consist of:

Name of child, name of parent/carer, contact telephone number and/or email address.

Contact lists for each class are collected, collated and distributed to all members of the class, by the Class PTA Representative. The information will be kept securely and all reasonable measures will be taken in ensuring that the data does not get lost or stolen.

Parents/Carers are under no obligation to give any or all of their contact details. Please note that once your mobile number is on a WhatsApp group, other people will be able to view it and use it to message you.

Communication via the Class WhatsApp is meant to be useful, and in a busy world, we can all occasionally drop a ball so reminder messages are helpful. So that the WhatsApp group is friendly, helpful and respectful, we have written some rules. Thank you in advance for reading and following them.

Rules for PTA Class Rep WhatsApp Groups

1. Be kind. Negative statements about people, our school and our community are never appropriate, nor is the inclusion of any child's name other than your own.
2. The purpose of the Stamford Green Primary School and Nursery Class WhatsApp Group, is to provide a digital community for Parents and Carers. It must never be used to voice grievances or drive personal agendas.
3. Our goal is to share information and update the community with details on events and other information e.g useful school reminders, messages and PTA business.
4. We encourage you to ask questions and share correct information. We request that you keep discussions focused directly concerning our class community.
5. When posting, please use appropriate language.
6. If you choose, you can post photos of your own children at school events. Do not post photos of other children.
7. Messages should not breach confidentiality, defame or make threats.
8. Keep in mind, what you post is public information to all that are signed up to the group.
9. Do not post about concerns, problems or conflicts with individual teachers, children, parents/carers or school. Please use the right channels for this. If you have a concern,

complaint or a specific question about the school or teaching, please email parents@stamford-green.surrey.sch.uk as the class reps are NOT here to act as your go between with the school.

10. Please note - class lists cannot be given out by the school.
11. Please be considerate to all on the class group, including the volunteer Class Reps, by only messaging at reasonable times of the day and not late at night. There is no need to say thank you to a message so there aren't lots of messages to read.
12. If the above are not followed, the following message will be posted to remind Parents/Carers of the afore mentioned rules and messages may be deleted. "As the conversation above does not adhere to the rules, for the PTA Class Rep WhatsApp Group, any further comments will be deleted. Please contact the school directly if you need to. Thank you".

The rules will be sent out via WhatsApp every term, to act as a reminder.

Please always remember, in the wrong hands, anything you write on social media could be copied and 'reposted' outside and beyond the class group. Within a few minutes what you have shared could be made available openly to many more people than you ever intended.

Please keep safe by always considering unintended consequences such as including bullying/trolling.

Unacceptable uses of parent/carer contacts

If any parent/carer feels that there has been communication, which has been in breach of this agreement, please contact your Class Rep. If you need further assistance, the matter should be passed on to Mrs Druce, Headteacher. As a last resort, if a parent/carer is persistently breaking the rules, removal from group communications maybe considered.

Thank you.