



Caulfield South Primary School Class and Year Level WhatsApp Groups

Objective

The year level and individual class WhatsApp groups assist in building community and facilitating communication between parents about school related matters. The messages in the class WhatsApp groups come from parents in their personal capacity, or are messages forwarded on behalf of the Parents Association regarding school events. The school does not post directly on the platform, however, the Class Parent Representatives may communicate messages from the classroom teacher/school via this channel.

Structure

Each year level has its own WhatsApp group that is managed by one parent Year Level Lead. On the day of transition in Term 4, when students are allocated to classes for the following school year, the Year Level Lead creates a WhatsApp group for each of the classes and posts the invite links on the year level WhatsApp group chat. Parents are then invited to join the relevant class group which remains active for the duration of the following school year.

Guidelines

To ensure a positive experience for all members on the WhatsApp groups, and to best support the school, parents are asked to adhere to the following guidelines when interacting on the WhatsApp groups:

- Content should be relevant to the group as a whole. The groups should not be used for private conversations between members.
- Messages should be respectful in language and tone.
- In assisting others to gain clarity on school happenings and to avoid unnecessary confusion, only share information that you know to be true and factual. Class Representatives will reach out to the relevant school contact should they need further information regarding a query raised on the class WhatsApp chat.
- The group should not be used as a platform to air grievances regarding school operations, a teacher, child or parent within the school. Concerns and complaints should always be directed to the school through the appropriate channels.
- CSPS staff send emails to individual parents with the reasonable expectation of privacy. As such, screenshots of an email addressed to an individual parent from a CSPS staff member are not to be shared to a wider audience via the WhatsApp group.
- Please avoid messaging the group before 7am and after 10pm.

Should you have concerns regarding inappropriate communication on a class WhatsApp group, in confidence, please contact our senior leadership team via the school office.