



## **Group Messaging Guidelines WCSS Class Carer Groups**

Thank you for agreeing to be a Class Carer. Community is deeply ingrained at West Coast Steiner School, and we appreciate your commitment to help support and strengthen your own class community.

WCSS does not utilise group messaging services (such as WhatsApp or Telegram) as an official form of school communication, however we recognise they can be very convenient for parents. If your class decides to use group messaging as a means of communication, the following guidelines apply and need to be communicated to the class when initiating a group.

Please remember that as Class Carer it is important to be inclusive and ensure all parents are receiving information including those who do not use group messaging services. You may wish to use text messages as a way of ensuring everyone is considered and informed.

### Guidelines

*Welcome to the WCSS Class Carer WhatsApp Group for the year 2024! This group is designed to streamline communication between the Class Carer and parent group. Please note the following guidelines:*

- *The Class Carer serves as the administrator of the group.*
- *This group is exclusively for distributing essential school information promptly and efficiently. Examples include festival details, excursions, and parent information sessions and meetings.*

- *The Class Carer will be mindful of the timing of posts, avoiding early mornings or late-night messages where possible.*
- *The group is strictly for school-related matters, and discussions on non-school issues should not occur.*
- *The group and all posts adhere to the Parent Code of Conduct. From time to time the Class Teacher may check posts to ensure this is happening.*
- *Any personal concerns should follow the WCSS Communication Guidelines; they are raised directly with the Class Teacher in the first instance, or, when necessary, the Principal.*
- *The group serves as a useful tool for efficient communication between parents. Please follow the above guidelines to maintain a supportive and healthy environment for the benefit of our children and class community.*
- *By accepting the request to join the group, participants agree to abide by these rules.*
- *Note that accepting the request involves sharing your phone number with other parents in your child's class.*
- *Participants always have the option to leave or mute the group if they wish and will be informed of class information via other avenues such as text message.*

*Thank you for your cooperation! Together, we can make this Class Carer Group a valuable resource for staying informed about important school-related matters that affect our class. If you have any questions, feel free to reach out to the Class Carer.*