



WhatsApp

HOW TO GUIDE

School WhatsApp groups are a great way to assist with our busy, oversubscribed schedules if they are used effectively and respect is shown to all participants in the group in terms of the content it is used for

The How To :

- Initial communication to arrange events/assistance only
- Should be setup as an ADMIN only group
- Share information relevant to the group not shared by other communication/teachers
- Notify parents of school outing/sport cancellations when nothing received by the school
- Take any additional questions/ comments offline
- Send a message directly to the Group Admin to add anyone

What NOT to do :

- A question/reminder about something covered already causes interruptions to a few people, be considerate
- Don't use the group to catch up on general news from other parents
- Don't respond to initial messages with a thank you or comment
- Please do not send reminders about the colour of shoes, socks and daily admin that has already been communicated
- This is a communication tool and not a platform to be used for "loose" updates



ELKANAH HOUSE