CLASS REP GUIDELINES

FRIENDS of CHASE BRIDGE

Registered Charity No. 1014044

A quick guide to help our class WhatsApp groups run smoothly and support our school community.

1 Keep the group for parents/carers only

Please make sure that only parents or carers of children in the class are members of the group.

2 Have all class reps as group admins

Wherever possible, class reps should all be admins so responsibility for managing the group is shared.

3 Help keep everyone informed

Share useful reminders about school and PTA events, deadlines and activities. You can also help clarify information that has already been shared by the school or PTA. Keep group reminders general, without identifying individual children or families.

4 Keep the group friendly and inclusive

Help create a welcoming atmosphere where everyone feels comfortable participating. Please be mindful that not every parent/carer will know each other.

5 Gently step in when needed

If a conversation becomes inappropriate, overly personal or goes against the Class WhatsApp Guidelines, give a friendly reminder and encourage the conversation to move elsewhere where appropriate.

6 Don't get involved in complaints or disputes

Class reps are not expected to resolve concerns about the school, staff, other parents or individual children. If an issue needs addressing, politely direct the person to the appropriate member of staff.

7 Respect privacy

Don't share personal information, photos, phone numbers or messages outside the group without permission. Never post lists of children's names or details about individual orders or payments in class WhatsApp groups. Contact the relevant parents privately instead.

8 No business promotion

Please don't use class WhatsApp groups to promote personal businesses, services or private fundraising activities unrelated to the school or PTA.

9 You don't need to have all the answers!

Being a class rep doesn't mean being a spokesperson for the school or knowing everything that is happening. If you are unsure about something, please check with the PTA or direct parents to the school.

Thank you for being a Class Rep and helping to keep everyone connected and informed!