



Woodridge Preparatory WhatsApp Guidelines:

Below are WhatsApp Guidelines to help everyone get the most out of their use of school WhatsApp Groups.

1. **School business only**
These groups are for school related business only. There must be no unrelated business, current affairs or social issues discussed on these groups. Advertising, political endorsement, jokes etc. are prohibited on these groups.
2. **Positive content only**
These groups are not places for the discussion of gripes with the school, teachers, parents or students. If there is an issue that is of concern, it must be raised through the appropriate channels not on any form of social media. Always be careful with the tone of your messages and remember that context is often not clear online. Emotions can cause offence/ confusion, so use them wisely.
3. **Only reply to the message if necessary**
If a message does not require a response, please do not respond. The volume of messages on these groups can become overwhelming. You do not need to acknowledge receipt unless specifically requested to do so e.g. Birthday invites -only reply to the person who invited you, not the whole group.
4. **Cultivate responsibility**
Please do not routinely use these groups to find out about your/your child's assignments or sport fixtures. We want all students to foster a sense of responsibility for their own learning, and to develop organisational skills. Reliance on these groups, hinders this essential skill development.
5. **Our staff**
Please remember that our staff are always available to help, but do appreciate a break too. Please do not contact them outside school hours unless absolutely necessary. Between 06h30 and 18h00 is acceptable.