

WhatsApp Guidelines for Parents and Guardians of Bray School Project NS

At Bray School Project NS, one of our greatest strengths has always been our strong and committed parent and guardian body. The active involvement and dedication of parents/guardians plays a vital role in creating the vibrant, inclusive, and supportive school community we all value. For this, the board of management are truly thankful.

We understand that WhatsApp is widely used by various groups within the school for organising events, sharing updates, and staying connected. While WhatsApp can be a useful tool for informal communication, it is important to remember that **WhatsApp is not an official school communication platform.**

In the interest of maintaining clear, respectful, and manageable communication, we kindly ask that you follow these guidelines:

1. WhatsApp is Informal, Not Official

- For all **official school communication** or queries, such as information about your child's progress, policies, or decisions affecting the school community, please use formal channels such as **emails to teachers, staff, or committee members.**
- The school will continue to communicate important information via **official means** (Aladdin, email, newsletters, etc.), not through WhatsApp.

2. Decision-Making on WhatsApp

- WhatsApp is not the right platform for **decision-making** or for discussing **important school matters.** For topics that require input, feedback, or action (such as school activities, curricular programmes, policies, or events), please attend committee meetings or send an email to the relevant person or group (e.g. Parent Guardian Association, class representatives, school office/ staff members or the Board of Management).

3. Respect Everyone's Right to Switch Off

- We all have the right to disconnect from messages when needed. Please be mindful of this by **keeping WhatsApp messages to a minimum** and ensuring they are relevant to all group members.
- Avoid sending non-essential messages, especially outside of school hours, and try to reduce the number of posts to keep things manageable for everyone.
- Official channels for discussions, debate and decisions (underlined in section 2, above) – should be used.
- The Board recommends that one or two moderators should be assigned to each group to ensure WhatsApp is being used for the purposes it was intended.

4. Maintain a Positive and Respectful Tone

- Please keep communication respectful. Avoid negative comments or criticisms about students, staff, or other parents. Any concerns should be directed to the appropriate individuals through **official channels**, where they can be properly addressed.

5. Keep Chats Focused

- Use WhatsApp groups for their intended purpose—whether it’s organising a class event or sharing important school-related information. Avoid lengthy off-topic discussions or personal conversations in group chats.
- If a conversation becomes too involved or detailed, consider moving it to a **private chat**. Remember that administrator(s) in a WhatsApp group, is responsible for the content and conduct within a group.

6. Confidentiality

- Respect the privacy of others. Do not share personal details (including phone numbers), names, or photos of children, staff, or other parents without their explicit consent.

By following these guidelines, we can help ensure that WhatsApp remains a useful, positive, and manageable tool for our school community. Let’s continue to work together to foster a supportive environment, while using the proper channels for important discussions and decisions.

Thank you once again for your ongoing support and commitment to Bray School Project NS.

Warm regards,
The Board of Management
Bray School Project NS