

## **Owlsmoor Primary School - Member Terms & Conditions**

Welcome to the group. We know that T&Cs are really boring, but they are a necessity. Whilst we are sure you don't need reminding to be polite, respect others' opinions and keep the content relevant it can be easy to mistakenly cause upset.

Therefore we have some please do's, don'ts and tips:

### **Remember that using technology is not everyone's bag**

- give the benefit of the doubt - without facial expressions, meaning can be lost, and they may not have meant it that way
- DON'T SHOUT - using capital letters is shouting, please don't
- be forgiving - if you see someone shouting, maybe they didn't realise, admin will have a quiet word

### **Play nice, be social**

- before you post your comment, could it be misinterpreted?
- don't post if you are having a seriously bad day especially if you are cross :-)
- add a smiley if you are in doubt
- say please and thanks - it's the social way – thanks
- any offensive/personal comments to another member/about another member or parent/staff will be removed.

### **Keep the discussions relevant**

- please don't tell us what you had for breakfast - no-one needs to know - probably applies to your personal posts too but hey
- sorry, no business posts, but there is a Who We All Are doc where you can mention what you do
- no items for sale unless they are school related

### **What is relevant?**

- your child has a contagious illness and you want to warn other parents so they can be on the lookout
- ask questions about homework (but remember that not all kids get the same homework and that there are no teachers in the group)
- ask questions about an event specific to your class or year
- organising social events
- selling/giving away school related items e.g. school uniform to fit this year group or educational items relevant for this school year
- anything else that is specific to parents of this year group

## **Tell the right people**

Facebook must **not** be used to contact the school with child specific information, remember it's a public place and a pupils' individual needs/details should remain private.

If you need to share any pupil information with the school, no matter how trivial, just pop into the school reception where you can arrange a meeting with any member of staff, alternatively, you can call or email using the details below.

**NB: If your child is unwell, please notify the school by telephone before 9.30am.**

Telephone **01344 776642**

Email [secretary@office.owlsmoor.bracknell-forest.sch.uk](mailto:secretary@office.owlsmoor.bracknell-forest.sch.uk)

## **No pointing of fingers**

- please don't blame other parents/children for any illnesses they may or may not have passed to your child.
- everyone likes a moan, but please don't criticise or accuse any individual, especially naming other children. Groups are for sharing helpful information or for seeking help with a problem. It's really easy for negative comments to spiral out of control into a witch hunt so please think before you post.
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- any offensive/personal comments to another member/about another member or parent/staff will be removed.

## **Please be aware**

Owlsmoor Primary School is able to cross reference member requests with parent records, however, if the name on the request doesn't appear in the contacts for a child in that year group, the request will be denied. It is important to remember that the admin team can only act on the information available at the time of the request and have no way of knowing if it's true or false. Therefore, we can't guarantee that every member is a parent with a child in this year group.

## **Leaving the group**

- If your child leaves the school please remove yourself from this group. You can do so using the Setting Cog next to Notifications - top right of the group. Alternatively if you are using a mobile, top right is a box with an arrow. Oh and good luck at your new school.

## **What if it all goes wrong?**

The school admin team will if necessary delete posts or comments that are offensive, threatening or libellous. They may also remove members from the group. If you see anything that you think the school need to act on, please let the school admin team know - please don't add fuel to fire by tackling the issue.

### **Finally**

We always welcome your feedback on improvements we can make to these T&C and the group as a whole. Thanks.