

WhatsApp Policy

This policy is applicable to the whole school including Boarding and Early Years Foundation Stage.

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| Information Sharing Category | Internal Use |
| Policy Owner | Headteacher |
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INTRODUCTION

At St. John's Beaumont, we aim to provide parents with a convenient channel for receiving information about school trips and residential trips through WhatsApp. This policy outlines the guidelines for using the WhatsApp Broadcast List for trip-related communication.

WHATSAPP BROADCAST LIST USAGE

ENROLMENT:

Parents or guardians of pupils participating in school trips will be asked to consent to their numbers being added to the WhatsApp Broadcast List relevant to the trip.

RECEIVE TRIP UPDATES:

The WhatsApp Broadcast List will be used to send media (photos and videos), important trip updates, announcements, and essential information regarding the trips arrival/departure and expected time of arrival back at the School.

VIEWING ONLY:

The WhatsApp Broadcast List is strictly for sharing information from the trip to parents. It is not to be used for direct communication with trip leaders or staff.

COMMUNICATION WITH TRIP LEADERS/STAFF:

To communicate with trip leaders or staff, parents need to follow these guidelines:

- **Email:** Send trip-related queries or concerns via email to the designated trip leader(s) using their school email addresses.
- **Phone Calls:** For emergencies or urgent matters during the trip, contact the trip leader using the emergency phone number provided during the trip information session or in trip-related documents.

ADHERENCE TO WHATSAPP POLICY

Parents and guardians are expected to adhere to this policy. Cooperation in following this policy is crucial to ensure smooth and efficient communication.

INFORMATION DISSEMINATION

During information evenings or through other communications pertaining to the trip, parents will be informed about the WhatsApp Broadcast List. Its use and purpose. Contact details for trip leaders and staff will be provided for situations where direct communication is necessary. The WhatsApp Broadcast List will streamline communication and help parents keep up to date with trips and ensure all participants are safe and well.





The WhatsApp Broadcast feature allows Trip Leaders to send key information to parents and guardians via WhatsApp. Information will appear as a message for each recipient, not as a group, so no contact details will be shared with other recipients.

