WhatsApp Community Structure & Guidelines

Purpose

The WhatsApp Community is intended to **foster communication, connection, and community** among parents and guardians of Primary Prep students. It's a space for sharing school-related reminders, events, and helpful information that supports our children's education and well-being. We intend it to become a source of truth for the dissemination of information.

Community Structure

Community Name: Primary Prep Community
PPPA Board and other Designated Admins are administrators

Announcements (default group):

- **Group Name:** Primary Prep Announcements
- **Description**: Important PPPA and School Related Communications
- **Community Member Rights & Privileges:** All members of the community are subscribed. Only PPPA Board and Designated Admins are allowed to post. Reactions are enabled, comments are disabled.
- **Privacy settings:** Phone Number Privacy - members cannot see each other's phone numbers or members listed. Advanced Chat Privacy is turned off.

Community Forum:

- **Group Name:** PP Market Place & Community Forum
- **Description:** Marketplace for uniforms and other items — books, clothes, games, toys, equipment, discussions and general parent forum
- **Community Member Rights & Privileges:** All members of the community can subscribe and join, PPPA Board and other Designated Admins manage and moderate. Reactions and comments enabled for all members.
- **Visibility:** Visible

PPPA Board:

- **Group Name:** YY-YY PPPA Board
- **Description:** Primary Prep Board Members Group for the current school year.
- **Community Member Rights & Privileges:** Only PPPA Board members can join. Reactions and comments enabled for all members. All members are admins.
- **Visibility**: Hidden .

Class Parents Group:

- **Group Name:** YY-YY Primary Prep Class Parents
- **Description:** Exclusive group of all Class Parents
- **Community Member Rights & Privileges:** Only Class Parents are invited to join. PPPA Board and other Designated Admins manage and moderate. Reactions and comments enabled for all members.
- **Visibility**: Hidden

Class Subgroups / Existing class groups:

- **Group Name/Nomenclature:** X Grade - Teacher Name - YY-YY — e.g. 3B - Mrs. Millaudon - 25-26 - Each year the group would be recreated/renamed
- **Description:** Class Group for each class
- **Community Member Rights & Privileges:** Only members of the specific class can join. Class Parent is designated Administrator, other members can invite other parents. Reactions and comments enabled for all members.
- **Visibility**: Visible

Ad-Hoc Committee Groups:

- **Group Name:** YY-YY PP Halloween Carnival & Dance Committee
- **Description:** Designated Group for a Specific Purpose - Group must be approved by PPPA and designated Admins (e.g. Halloween Carnival Committee)
- **Community Member Rights & Privileges:** Only members of the committee/subgroup can join. The Committee Chair is the Designated Administrators. Other members cannot invite other parents. Reactions and comments enabled for all members.
- **Visibility**: Hidden

Community Guidelines:

Our Shared Goal

We're all here for the same reason — to **support our children, their teachers, and our school community**. Let's model the kindness, patience, and integrity we expect from our kids.

Core Values:

We expect all members to uphold the same high standards of behavior that we encourage in our students:

- **Respect**
- **Kindness**
- **Integrity**
- **Responsibility**

Code of Conduct:

1. Be Respectful
- Treat all members with courtesy. Disagreement is fine, but disrespect is not.
- Avoid personal attacks, sarcasm, or inflammatory comments.
  Remember tone can be hard to read in text — assume good intent.

2. Keep It Relevant
- Posts should relate directly to school activities, learning, or community events.
- Avoid unrelated promotions, chain messages, or off-topic debates.
- If unsure whether something is appropriate, check with an admin first.

3. Protect Privacy
- Screenshots or forwarding of group messages outside the group is prohibited.

4. No Rumors or Gossip
- Verify facts before sharing information.
- Any concerns about the school, staff, or students should be directed privately to the administration, not discussed publicly in any group chats.

5. No Bullying, Harassment, or Hate Speech
- Any language that intimidates, excludes, or targets another person based on race, religion, gender, orientation, or ability is strictly forbidden.

6. Keep Messages Considerate
- Avoid message overload — keep posts concise and meaningful.

7. No Advertising or Fundraising (Unless Approved)

- Commercial promotions, solicitations, or fundraising posts must have prior approval from the admin or school leadership.

8. Admin Authority

- Admins may remove posts or members who repeatedly disregard these guidelines.
- Admins reserve the right to mute the group during high-volume discussions or sensitive situations.

9. Reporting Concerns

- If you feel uncomfortable about a post or exchange, please message one of the group admins privately. All reports will be handled with discretion.