

BERKELEY PRIMARY SCHOOL

Head Teacher: Miss Alexandra Robbins

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Wednesday 5th December 2018

Dear Parents/carers,

Re: Communicating with staff on social media

On behalf of all school staff and governors, I am writing to remind parents of the school's expectations around pupils' and parents' use of social media. In our recent newsletter, we asked that all communication went through official channels here at Berkeley. However, there are an increasing amount of messages/emails still being sent outside of school hours to staff, and to private social media accounts. All communication about school matters should be within school working hours, and either in person, letter or email to admin@berkeleyprimary.gloucs.sch.uk which will then be forwarded to the necessary staff member(s).

Please be aware of the following:

- Parents and pupils are asked not send friend requests to, or follow, staff members' social media accounts. **Staff will not accept friend requests from pupils or parents**
- Parents and pupils are asked not send messages to staff members through their social media accounts. **Staff will not respond to social media messages from pupils or parents**
- In accordance with our Parental code of conduct, parents should not post malicious, defamatory or fictitious comments on social networking sites about the school or any member of the school community

Failure to follow these guidelines will result in disciplinary action for the pupil(s) involved, following the school's usual disciplinary procedures. In serious cases of social media misuse, parents may be banned from the school grounds and/or the school may take legal action under the Defamation Act 2013 or the Malicious Communications Act 1998.

If you wish to contact any member of school staff, please do so through the official channels. Our school telephone number is 01453 810254 open from 8:30am -3:30pm The office email address is admin@berkeley.gloucs.sch.uk and you should receive a response within 48 working hours.

Thank you for ensuring that Berkeley Primary School is a safe and pleasant place to work for all pupils, parents and staff.

Yours sincerely

Miss Robbins

