

Duddon St. Peter's CE Primary School



'Be the best you can be.'

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Dear Parent / Carer,

I have been reviewing some of our procedures with regards to the operation of the PTA and the school's use of our WhatsApp groups, which I believe will help to clarify some details and help to prevent misunderstandings in the future. The PTA is a fantastic group of people who give up so much of their time to help organise events and raise much needed funds for the school. Similarly, our WhatsApp groups provide a useful means of communication between parents, from trying to locate missing jumpers to discussing events.

You will receive copies of some new documents which I request that you read carefully so that you are aware of any changes. The first document sets out a clear constitution for the running of the PTA. This sets out how the PTA should be organised and run, including how its finances are allocated. These are statutory requirements so that the PTA may run as a charity and therefore understandably be fully accountable. This does not imply any criticism of our current PTA or its officers but simply stands as an outline of how a PTA should be run and ensures consistency of actions. This is essential for a PTA whose members and officers are subject to frequent change.

The WhatsApp groups were set up many years ago and have been very helpful in keeping parents in touch within their class groups. However, as with all social media, there are some issues to consider in order to make them run efficiently, effectively and considerately, including data protection when providing information in the groups. Therefore, the other document you will receive is a new Policy and Code of Conduct for the use of the WhatsApp groups. I would like you to be aware of all the points in the document and to **return a signed copy of the consent form which you will find at the end of the document.** (Please save a copy of the Code of Conduct itself for your future reference.) I hope that you will understand and agree with the need to be as transparent as possible with these issues, so that we can all continue to benefit from those things which the PTA and WhatsApp groups bring to us.

Please feel free to contact me if you have any comments.

Yours sincerely,

Paul Hudson
Head teacher