WHAT'S

APP COMMUNITIES

Please find in this booklet:

- **How to Set Up a What's App Community** if you're starting from scratch (Nursery/Reception/Year 4 - or if you want to totally reset another group)

- **Move a group that already exists into a WhatsApp Community** if you already have a single class group set up

- **Wording/Templates used to open each group** to;
  - help set clear boundaries for what the group should/shouldn't be used for
  - hopefully help clarify your role as a rep (i.e not a human ChatGPT!)

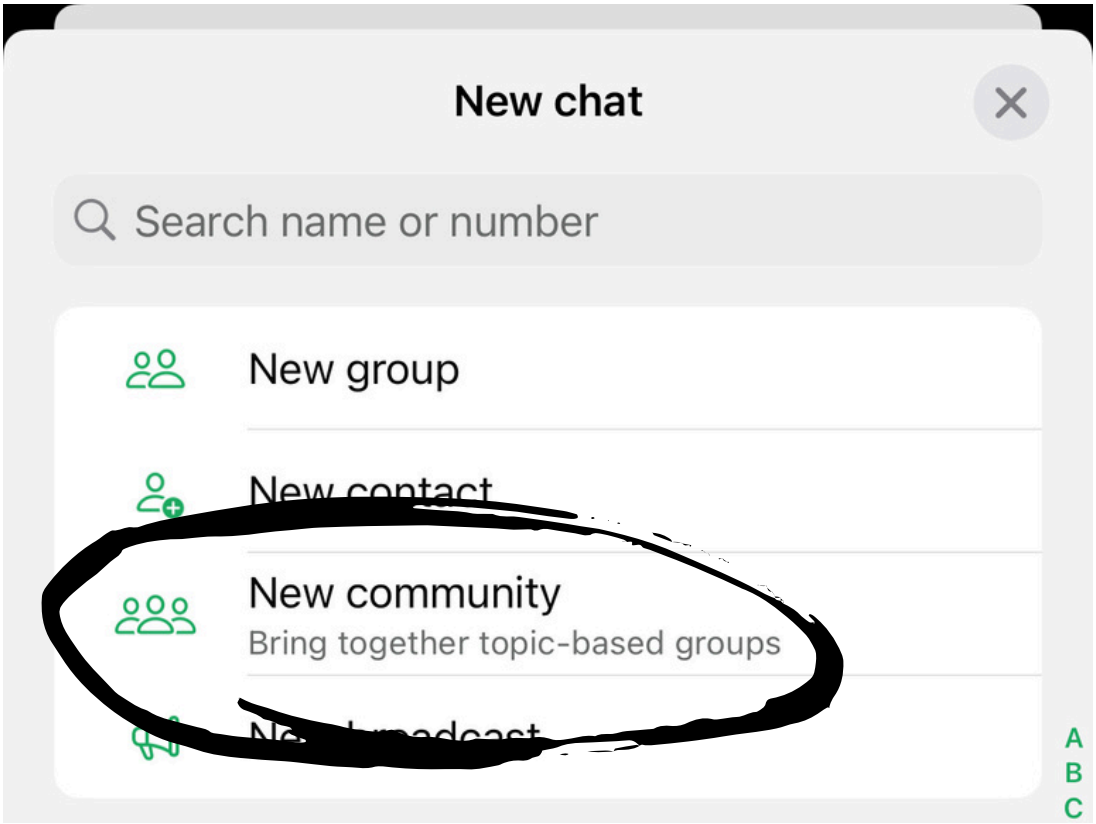
WHAT'S APP

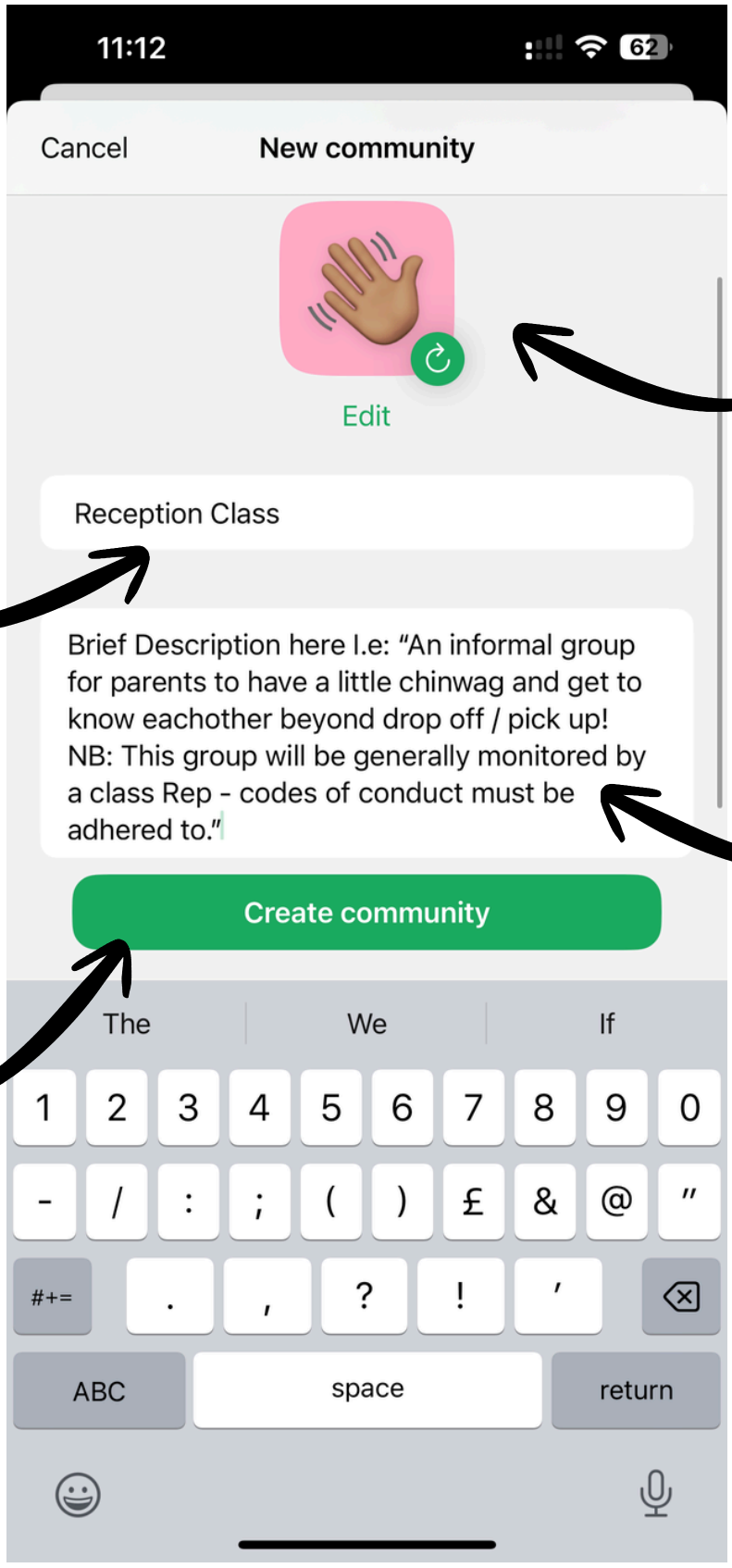
SET UP A BRAND NEW WHAT'S APP COMMUNITY

ON YOUR WHATSAPP CLICK THE GREEN ARROW IN TOP CORNER



CLICK 'NEW COMMUNITY'





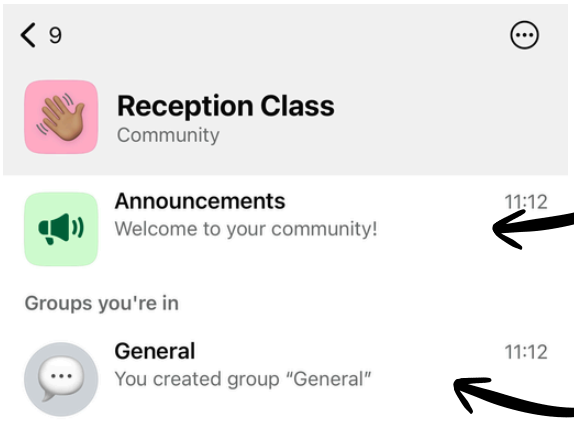
CHOOSE GROUP IMAGE

ADD CLASS NAME

ENTER BRIEF DESCRIPTION

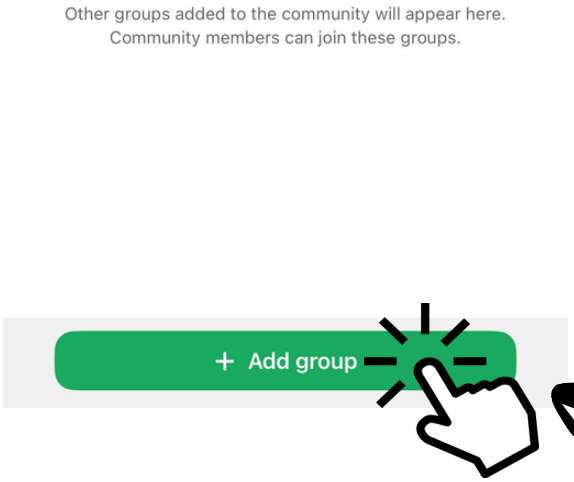
TAP CREATE COMMUNITY

HURRAH- YOUR GROUP NOW EXISTS. BUT IT'S NOT QUITE READY FOR LAUNCH...



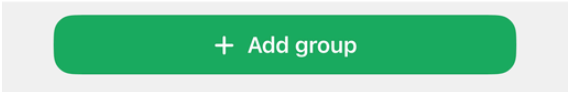
Announcements are notifications/messages ONLY from admins. Class Reps can use this section to send your updates without them getting lost in the group chat

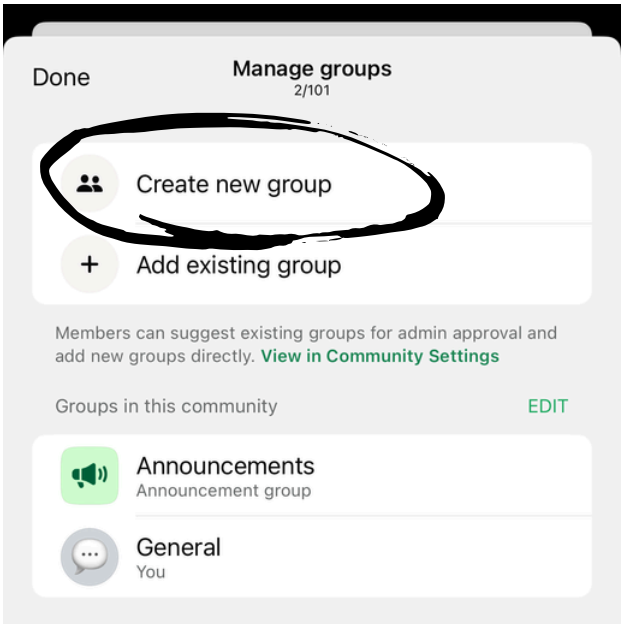
General is usually used for the general chit-chat and is the main stream of messages within the group.



WE RECOMMEND ADDING A 'LOST PROPERTY' GROUP SO PEOPLE CAN RECOGNISE/SEARCH FOR ITEMS QUICKLY.

NEXT:HOW TO ADD A SUB-GROUP!

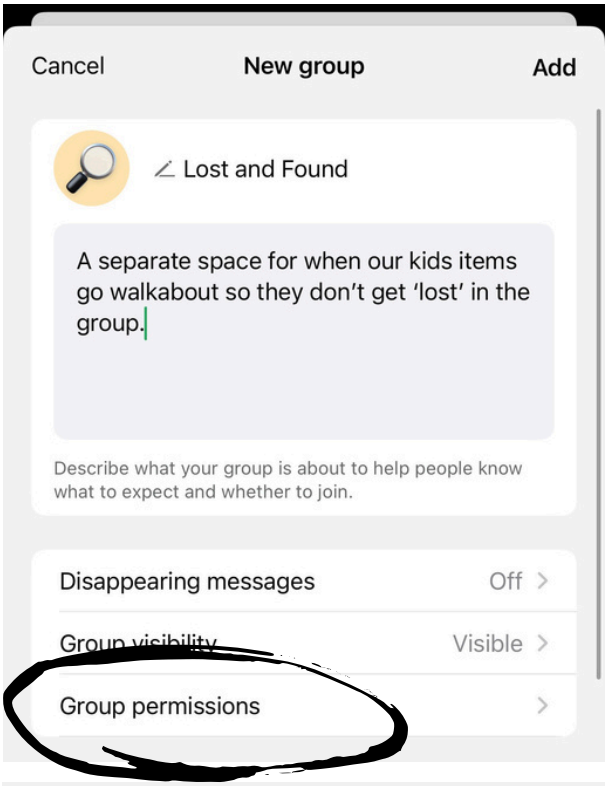




ADDING A SUBGROUP (/SECTION)

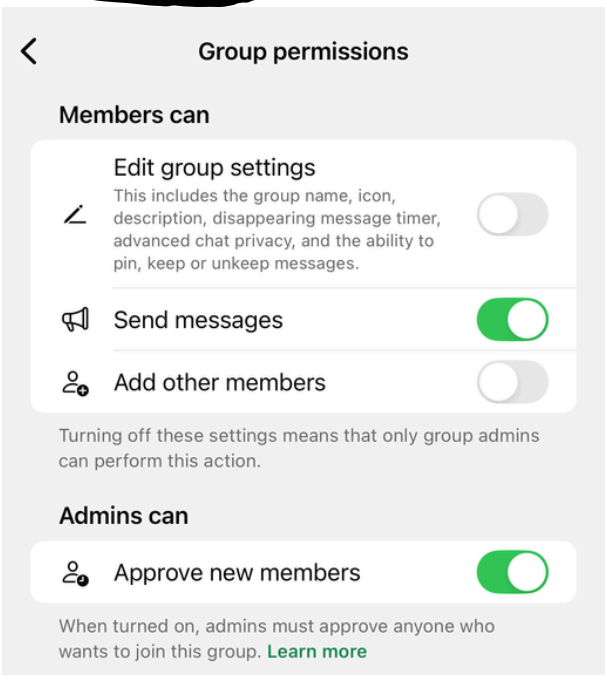
1. IN YOUR COMMUNITY CLICK '+ADD GROUP'

2. THEN 'CREATE NEW GROUP'



3. SET UP THE GROUP INCLUDING:

- IMAGE
- DESCRIPTION
- AND FINALLY 'GROUP PERMISSIONS'



4. IN GROUP PERMISSIONS MEMBERS SHOULD ONLY BE ABLE TO SEND MESSAGES AND ADMINS SHOULD APPROVE MEMBERS JOINING.

NB: you can repeat this process in future should you need a space for more specific organisation/discussions: ie 'Class trip to France etc.'

BEFORE LAUNCHING THE GROUP / SENDING OUT INVITES:

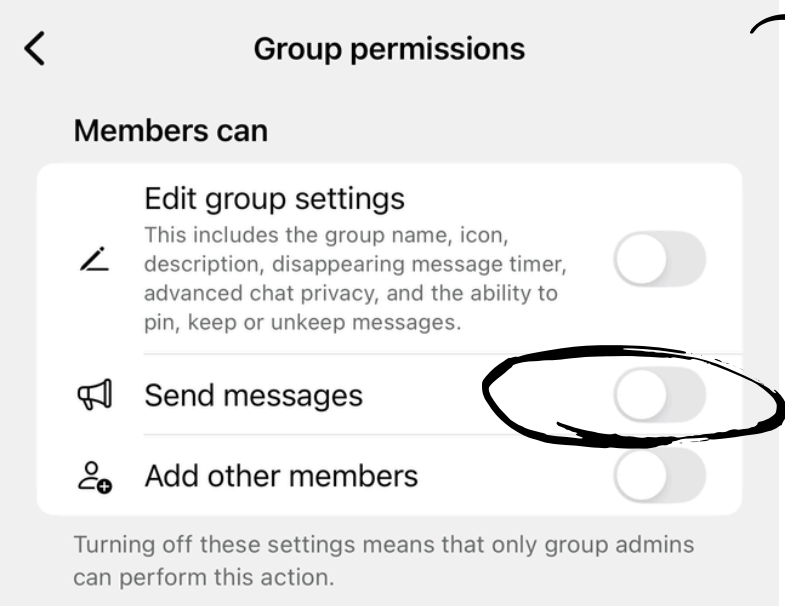
TURN OFF MESSAGING

It's recommended to turn OFF all members being able to send messages in the sub-groups before launching the group with your first welcome note (it's permanently set like this for the announcements)

WHY?

Any messages sent *before* someone joins can't be viewed historically. SO by waiting til you have all the parents in the group you can send out one, clear, welcome message (see example at the end of this doc). Then everyone is on the same page and you don't have to do 60 repetitions(!!).

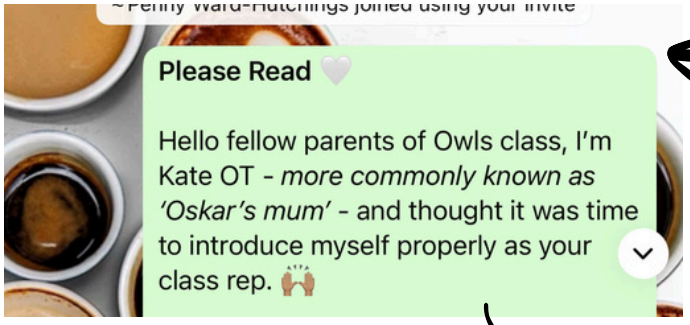
1. TURN OFF MESSAGES IN ALL SUB-GROUPS



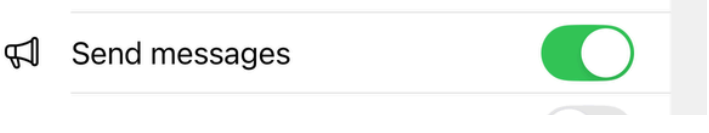
2. ADD PARENTS



3. WHEN ALL JOINED SEND YOUR WELCOME MESSAGE INTO GENERAL CHAT GROUP



4.ONCE SENT, IMMEDIATELY TURN 'SEND MESSAGES' TOGGLES BACK ON (SO THE CHAT CAN BEGIN!)



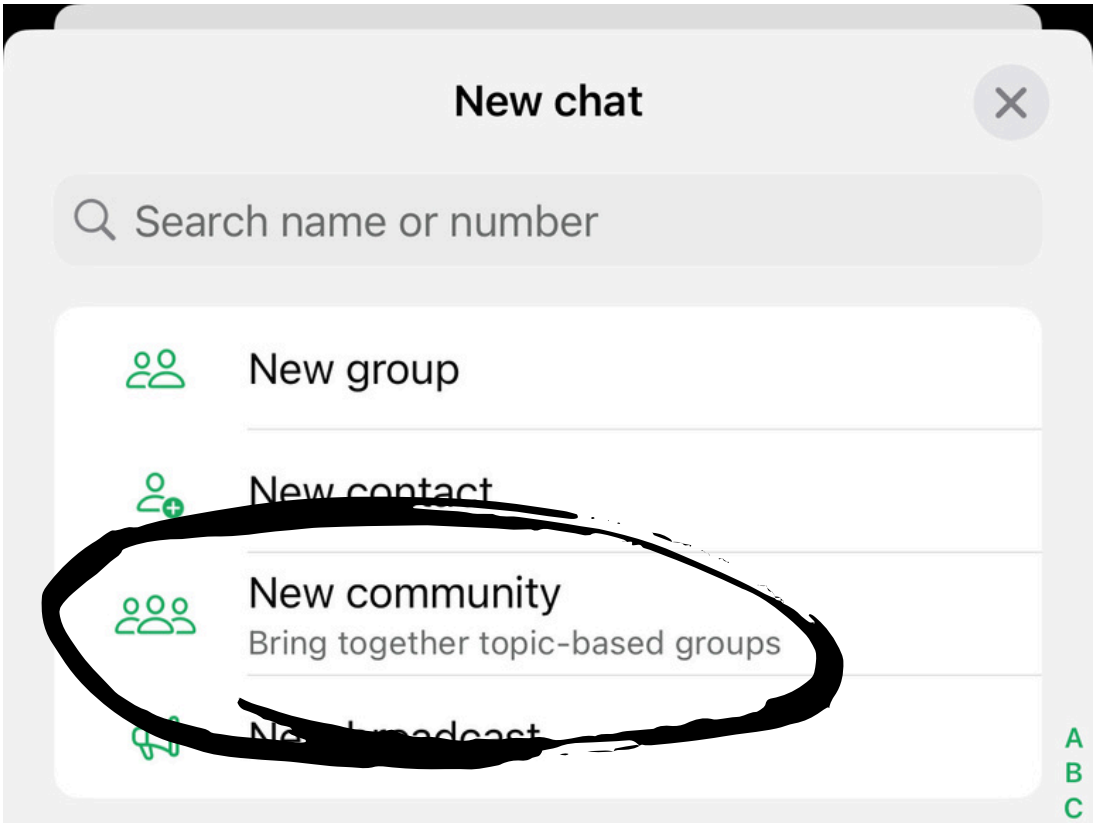
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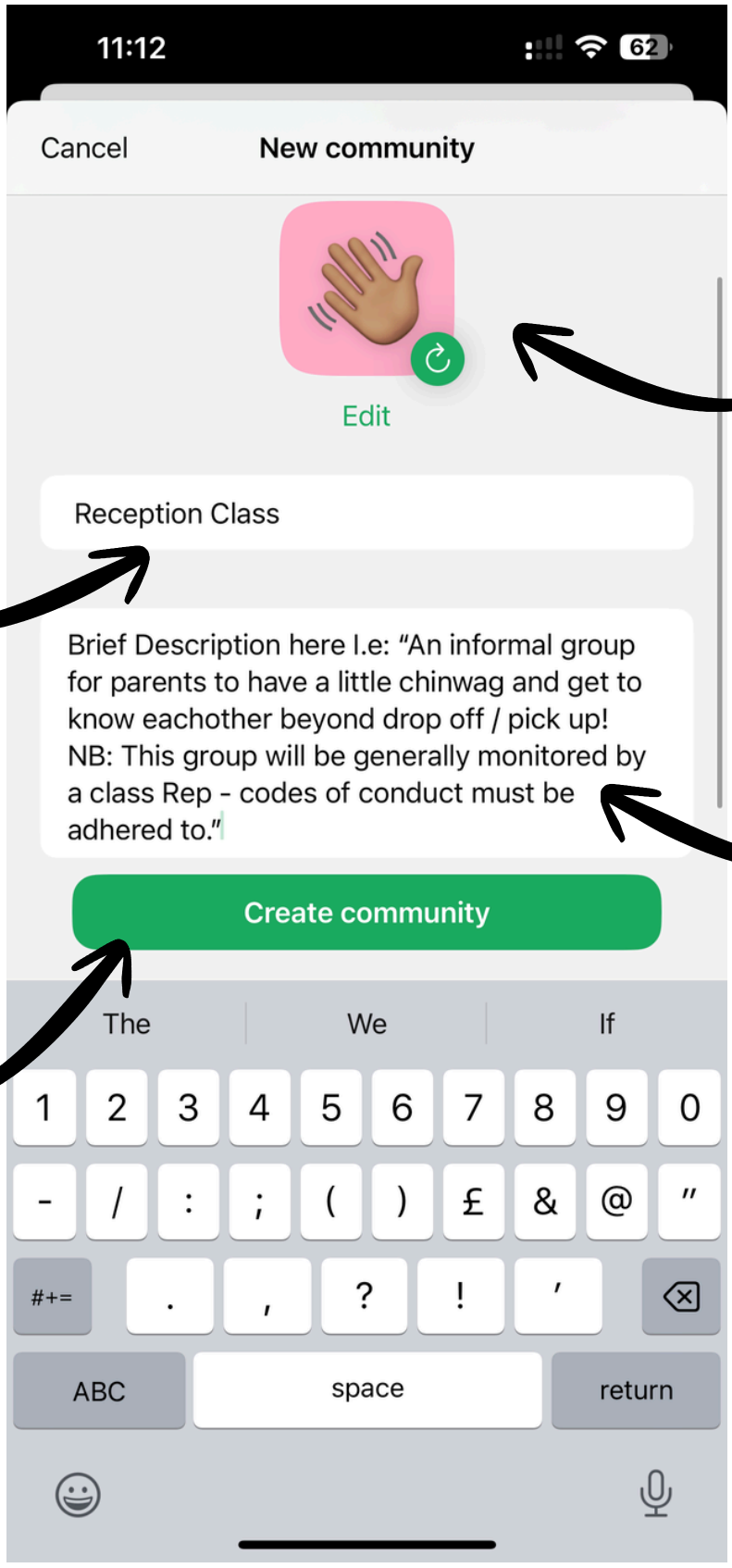
ADD AN EXISTING GROUP TO A NEW WHAT'S APP COMMUNITY

ON YOUR WHATSAPP CLICK THE GREEN ARROW IN TOP CORNER



CLICK 'NEW COMMUNITY'



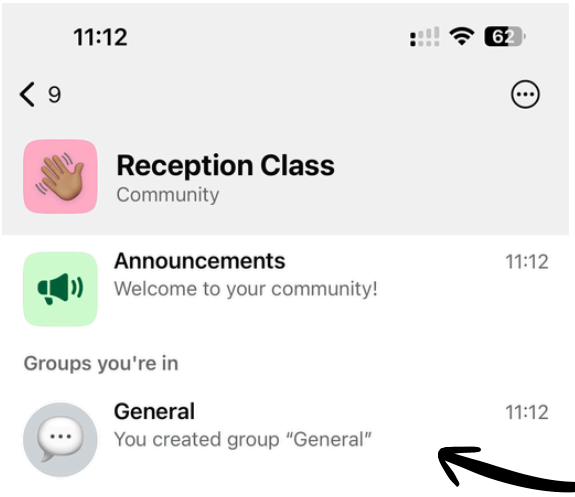


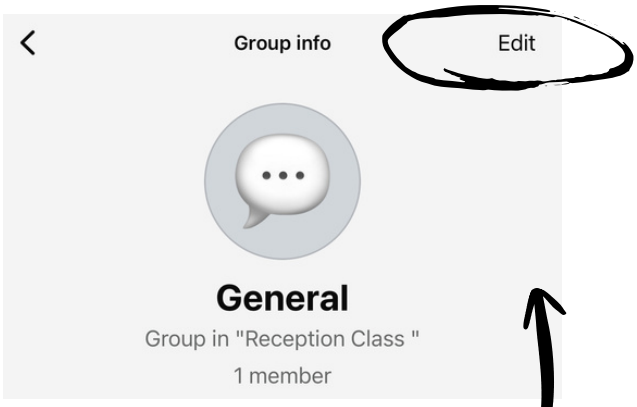
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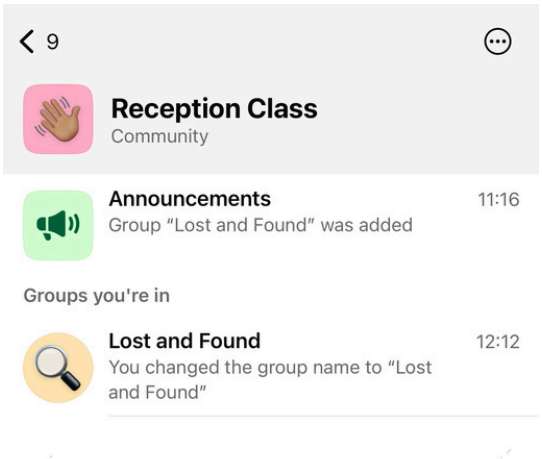
TAP CREATE COMMUNITY

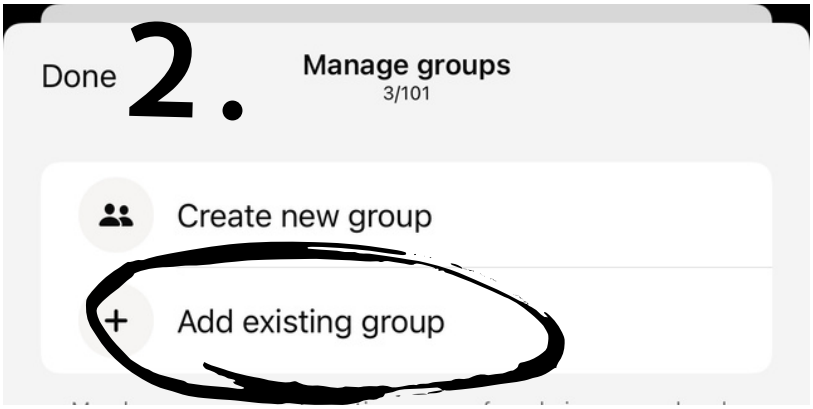


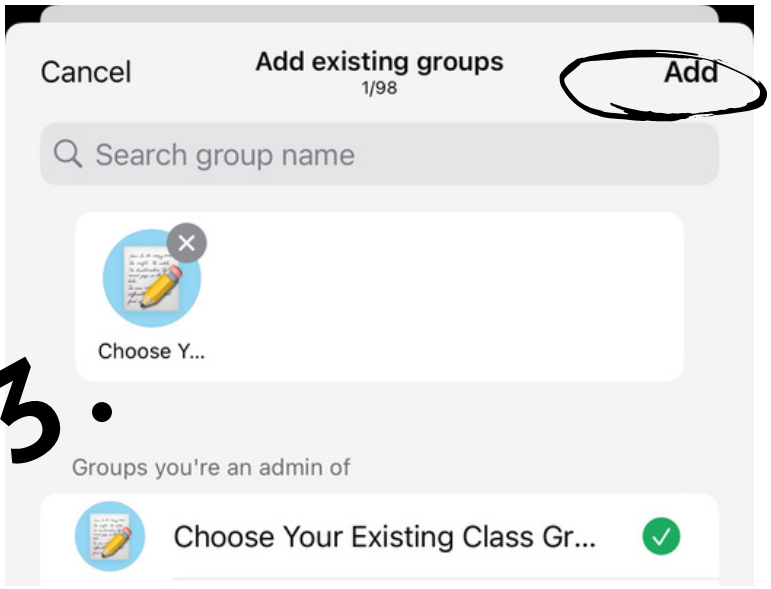


CHANGE NAME (AND IMAGE) OF THE GROUP CALLED 'GENERAL' TO 'LOST AND FOUND'

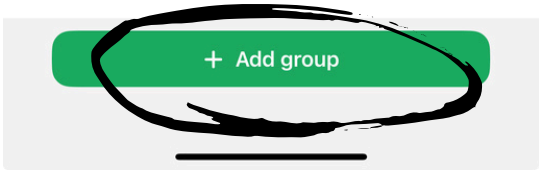
MERGE YOUR EXISTING CLASS WHATSAPP GROUP INTO THE COMMUNITY







1.



ADD YOUR CURRENT GROUP(S) AND YOU'RE GOOD TO GO!

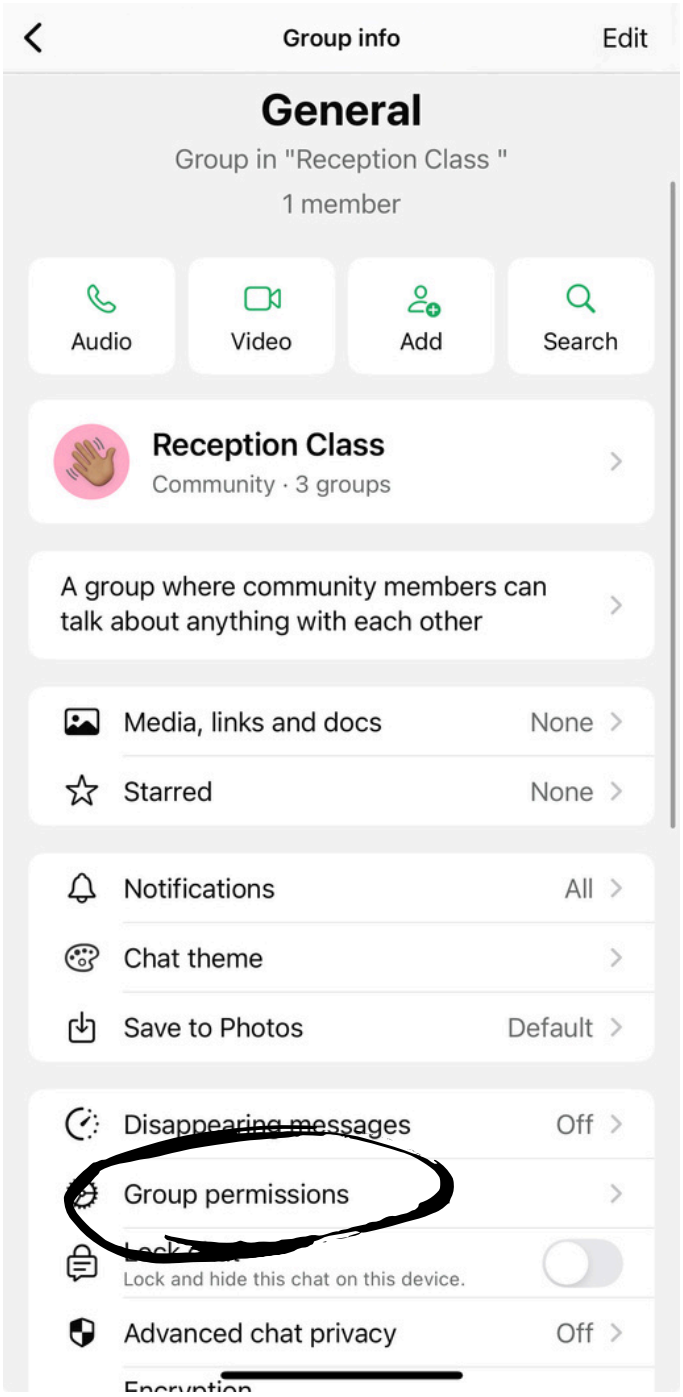
DOUBLE CHECK YOUR SETTINGS:

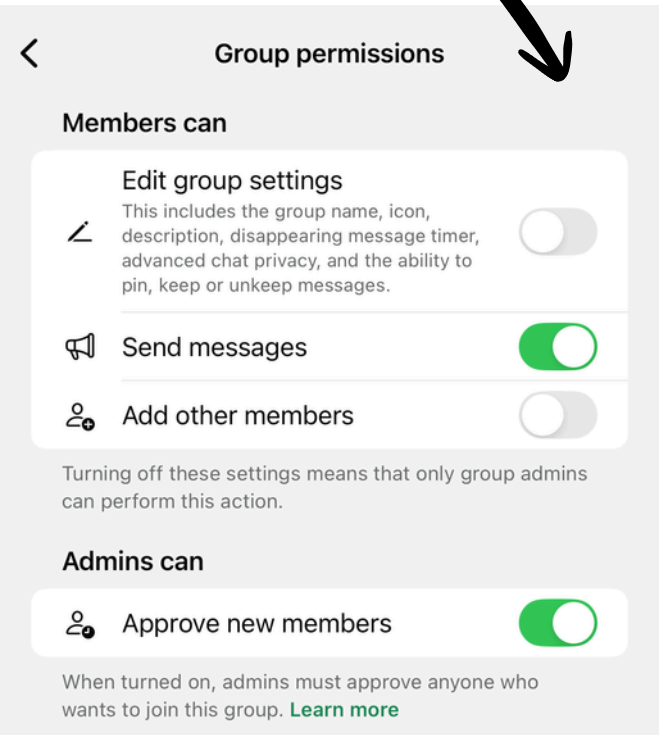
APART FROM ANNOUNCEMENTS WHICH IS PRESET TO ADMIN MESSAGES ONLY YOUR OTHER SUB GROUP SETTINGS SHOULD LOOK LIKE THIS:

JUST TAP THE NAME AT TOP OF THE GROUP

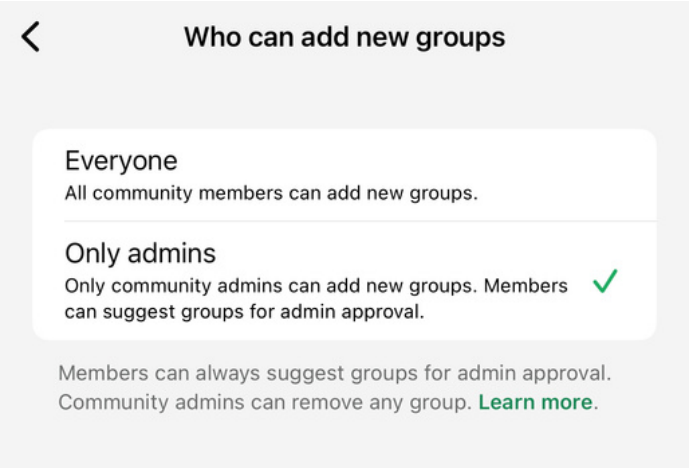


THEN CLICK GROUP PERMISSIONS





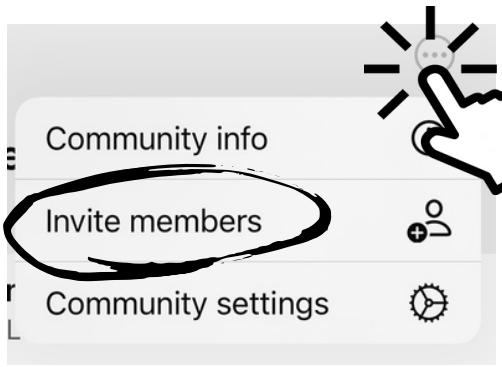
this ensures everyone can send messages but only admins can change details, info and approve members (ie parents) joining



IF YOU WANT TO ADD MORE SUBGROUPS, IE FOR THE 'FRENCH SCHOOL TRIP', LOOK AT THE 4TH PAGE OF SETTING UP A NEW WHATSAPP GROUP (SECTION ABOVE).

YOU CAN ALWAYS ARCHIVE A SUBGROUP TOO ONCE AN EVENT PASSES IF ONLY NEEDED TEMPORARILY.

TO ADD MEMBERS:



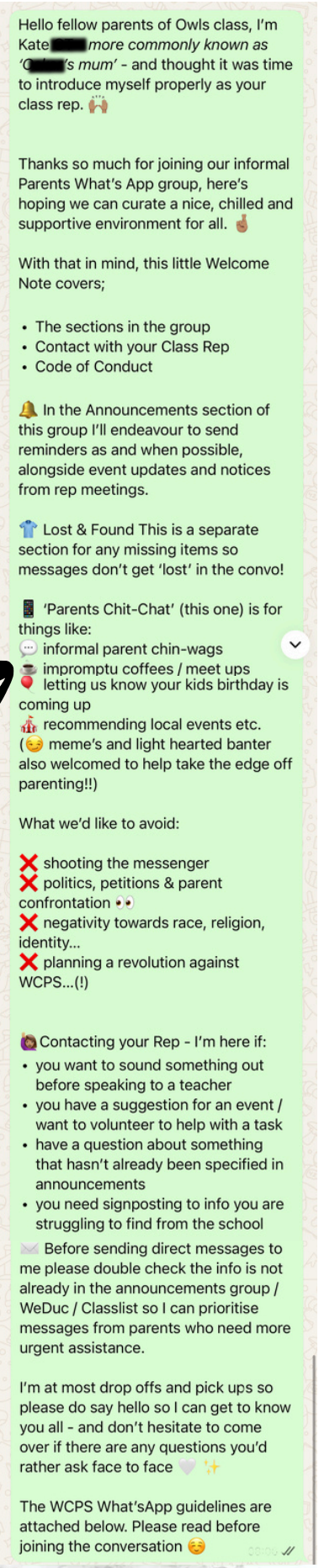
WHAT'S APP

EXTRA INFO

Example message to all parents before launching the group (/allowing messages):

feel free to use as a template and change to suit your own tone/voice.

(Aware not everyone wants to use a million emoji's...!)


Hello fellow parents of Owls class, I'm Kate[redacted] more commonly known as '[redacted]'s mum' - and thought it was time to introduce myself properly as your class rep. 🙌

Thanks so much for joining our informal Parents What's App group, here's hoping we can curate a nice, chilled and supportive environment for all. 🤞

With that in mind, this little Welcome Note covers;

- The sections in the group
- Contact with your Class Rep
- Code of Conduct

🔔 In the Announcements section of this group I'll endeavour to send reminders as and when possible, alongside event updates and notices from rep meetings.

👕 Lost & Found This is a separate section for any missing items so messages don't get 'lost' in the convo!

📱 'Parents Chit-Chat' (this one) is for things like:
💬 informal parent chin-wags
☕ impromptu coffees / meet ups
🎈 letting us know your kids birthday is coming up
🎪 recommending local events etc.
(😏 meme's and light hearted banter also welcomed to help take the edge off parenting!!)

What we'd like to avoid:

❌ shooting the messenger
❌ politics, petitions & parent confrontation 👀
❌ negativity towards race, religion, identity...
❌ planning a revolution against WCPS...(!)

🙋 Contacting your Rep - I'm here if:
- you want to sound something out before speaking to a teacher
- you have a suggestion for an event / want to volunteer to help with a task
- have a question about something that hasn't already been specified in announcements
- you need signposting to info you are struggling to find from the school

✉️ Before sending direct messages to me please double check the info is not already in the announcements group / WeDuc / Classlist so I can prioritise messages from parents who need more urgent assistance.

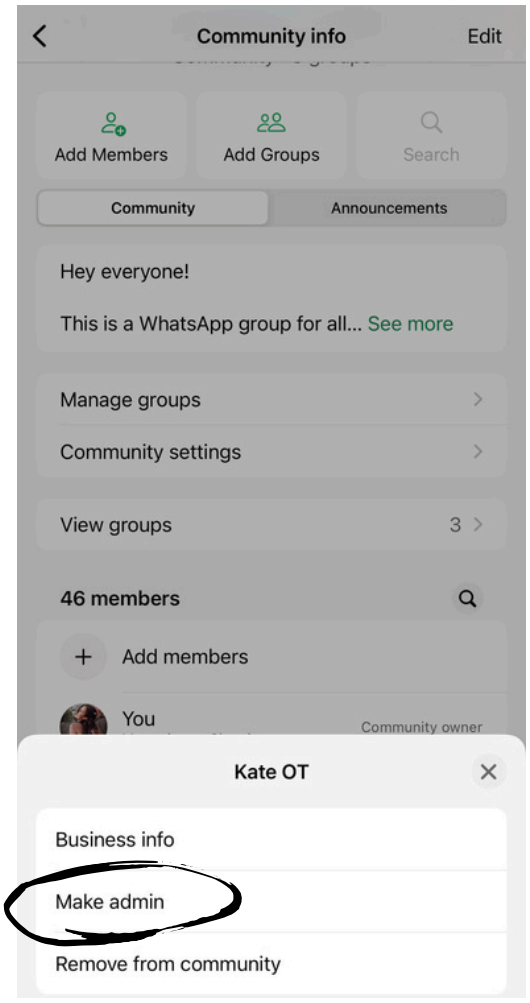
I'm at most drop offs and pick ups so please do say hello so I can get to know you all - and don't hesitate to come over if there are any questions you'd rather ask face to face 🤍 ✨

The WCPS What'sApp guidelines are attached below. Please read before joining the conversation ☺️



NEED TO ADD ANOTHER ADMIN (CLASS REP)?:

Once said person has joined the group, go to the groups community info section, select their name under the members section and click 'Make admin'



CLICK HERE TO DOWNLOAD WHATSAPP PARENT AGREEMENT DOC TO ADD AFTER WELCOME MESSAGE

THHNK YOU!

CLICK HERE TO JOIN THE CLASS REP 25-26 WHATSAPP GROUP

The group will be formally launched when all known rep's - who'd like to - have joined following the start of year introductory meeting.
The community will include all relevant docs (like this one) for ease of access.

