



Head Teacher
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Priory Junior School
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Wednesday 14th February 2018

Dear Parents and Carers,

As a governing body we are always looking at ways to continually improve our communication with you. One way we feel we will be able to do this is by setting up a Priory Junior School Facebook page which will be used to showcase all the wonderful things that go on within the school and give you a little more of an insight of the things the children get up to.

Key information such as reminders for events and trips can also be posted on there. To find the page type Priory Junior School in the search bar and you will see it listed there. You will be able to like and follow the page - if you would like to let another family member follow us then please add their name to the form on the back so we know who they are. All comments will be monitored and checked by our staff admin team to ensure they are appropriate.

We have set up some house rules which need to be read, signed and returned to school. You also need to read your child's 'acceptable use policy' which was sent home this week. Please return the slip on the back page to your class teacher as soon as possible so we can allow you access to the page.

We really hope you will support this new and exciting way of sharing your children's progress throughout their journey with our school. Please be patient with signing our paperwork but it is imperative that all of our records reflect this new and exciting time. We already have nearly all of the social media permission letters back from you. Thank you for this support.

If you have any questions then please feel free to contact us. Our names can be accessed via the school website under the governors section and you can contact the school office who will forward your questions to us.

Kind regards,

The Governing Body
Priory Junior School

Guidelines for using Priory Junior School's Facebook page

We hope you will enjoy being able to see a bit more about school life and some of the things that your children get to experience. We will be using this page to share those exciting moments with you, similarly to our Twitter page. In order to do so we need all users to follow these conditions to make sure everyone is happy and feels comfortable.

1. Admins: Please remember that staff are monitoring this in their time so please alert us to any comments that may be inappropriate. Please also respect staff (and governors) privacy and do not send friend requests as they will not be able to accept these.

2. Who can join? The page is set to accept followers like our Twitter page therefore unknown people can be blocked from it. We will accept parents and immediate family to follow and like the page. If you would like another family member to join us then please let us know their full name as it appears on Facebook and how they are related so we can authorise them joining us.

3. Be kind and thoughtful: We are happy for you to add encouraging, supportive comments to any post but we will review all comments. Anything judged to be unkind, inappropriate or offensive will be removed and people will be banned from the page. We will not tolerate any form of bullying, harassment or victimisation. Please let us know if you feel people are using the site to intimidate or offend others and we will remove comments immediately and ban accordingly. Facebook offers advice and help to people who need guidance on this matter. Use Facebook's 'Help Centre' for further information: <http://www.facebook.com/help/>

4. School comments: Remember we have an open door policy so if you want to discuss anything about school in private please arrange to see a member of staff rather than post concerns straight on to the page.

5. Confidentiality: Please do not share any confidential or private information on the page. For example, you mustn't share children's full names, phone numbers, email addresses or other people's contact details.

Please return the completed form to school as soon as possible.

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I have read and understood the conditions of use and guidelines for the Priory Junior School Facebook Page.

Name (in block capitals):

Relationship to child/children:

Parent's or guardian's signature:

Date:

Other family members who may want to follow our page:

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.....(Full names as they appear on Facebook and relation to the child)