



Woodfield Primary School

## Facebook Policy

### Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:		
Date:		
Name:	Mrs C Brockbank	Mrs J A Charnley
Position:	Chair of Governing Body	Headteacher

### Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every three years.

### Document Control

There is one controlled paper copy of this document located in the Business Manager's Office.

The master electronic copy is held within a designated folder. The latest issue will be marked with the highest number, ie Issue 2 is later than Issue 1. Files in the process of being edited have the words 'In Progress' in the file name.

**All other copies (electronic and paper) are uncontrolled.**

### Document History

Filename: Facebook Policy				
Issue	Description of Change	Author	Checked	Date
1.0	Reviewed and agreed by staff/ approved by governors.	JAC	SB	07.06.2018
2.0	Review date: June 2019			

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## Woodfield Primary School

### Facebook Policy

How we're using the Woodfield Facebook.

The Woodfield Facebook page is for parents/carers and the wider community.

Whilst we will update the page regularly, the page is not set up to enable us to reply to any messages. Please contact the school office if you need to speak to someone urgently.

Facebook will be used to share examples of children's work, school updates and achievements. Anyone may "like" the School's Facebook page, post positive comments and interact with the content in a respectful manner. **Please note: all comments will be monitored and removed, if inappropriate.**

#### **We want to:**

- Share the opportunities we offer more widely.
- Communicate informally and quickly.
- Be more accessible.
- Add to our E-safety work.

#### **We will:**

- Speak generally about year groups and teams.
- Only deal with student specific matters by 'phone, face-to-face, email or written letter.
- Link our Facebook account to our Twitter account.
- Only use children's images in accordance with our photographic parental consent form.

#### **We cannot:**

- Reply to messages.
- Like, follow or comment on individual's profiles.

#### **Improved outcomes:**

- More parents/carers and members of the community engaging with the school's activities and events.
- Awareness of safety online.

**Review date: June 2019**