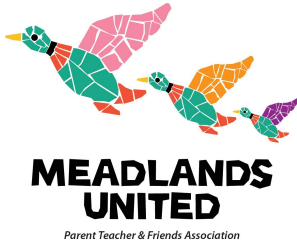


--	--	--

**Parentkind**  
Bringing together home & school



## Communication Policy

### Introduction

This policy explains how Meadlands United PTFA communicates with their members. It is available and applies to all members of our association and should be read together with the PTFA's GDPR Form. It will be reviewed annually prior to the AGM to ensure that it remains appropriate to the Organisation and its volunteers' needs.

### Details of the Communication channels used by MU PTFA

#### Webpage:

MU PTFA uses the designated PTFA section of the website of Meadlands Primary School. You can see this here: <https://www.meadlands.richmond.sch.uk/parents/meadlands-united-ptfa/>

Access to the webpage:

It is an open page that does not require registration or permission to view. A link to the page is also emailed to members who consent to receive this via ParentMail. This database and data are managed by Meadlands Primary School.

#### Social Media:

Currently MU does not use other social media. This document will be updated upon the creation of a Facebook, Twitter page or on joining any other social media platforms.

Meadlands Primary School may create content, including images, from PTFA events or about the PTFA. This will be in accordance with relevant school policies including Safeguarding Policies, Data Protection Policy, Social Media Policy and Twitter Policy. It is outside of the PTFA's responsibilities.

#### Newsletter:

MU PTFA communicates via a regular newsletter that is uploaded to their dedicated webpage and links to it may also be emailed via ParentMail to the recipients. The database of recipients who did not unsubscribe is managed by Meadlands Primary School.

--	--	--

--	--	--

### **Mallard Messenger:**

The school newsletter includes messages from the school leadership, important events and dates as well as information from local organisations relevant to the school community. Recipients may also find included here information about upcoming PTFA events, fundraising updates, and volunteering opportunities.

### **WhatsApp groups:**

MU PTFA uses already established parents WhatsApp groups for disseminating information via Class Representatives and / or PTFA Champions. The group members agree to receive such information.

MU PTFA offers the opportunity for members of the PTFA to join a volunteer working WhatsApp group (Meadlands United) to champion the PTFA and to work together on PTFA events.

### **WhatsApp Group Usage that is not permitted**

The PTFA does not allow any personal correspondence between members in its own group, it is not intended for discussing any aspect of the school other than the PTFA and its activities and should not be used to promote any business other than where this is done for the benefit of the PTFA and with its permission. Inappropriate posts, including any derogatory comment, can and will be removed by the administrator and the PTFA retains the right to ban any user who continues to make inappropriate use of the group.

### **Application of this policy**

By becoming a member of the WhatsApp group of MU PTFA, you are accepting the terms of this policy. If you do not agree with any of the terms, please remove yourself as a member of the group.

### **How this is used by our association**

The above is used to communicate with members, promote events or elements of events, to recruit volunteers to support the PTFA's activities, thank local supporters and canvass members' views.

### **Photographs**

The PTFA newsletter, webpage, visual collateral may contain photographs. However, it is explicitly assumed that the PTFA will own the rights to the image and will have the permission of anyone featured to do so.


### **Availability of this policy**

This policy is publicly available through the website of MU PTFA.


**Date Reviewed 07/10/25**


--	--	--

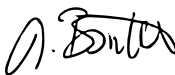
--	--	--

Signed   
Chair of Meadlands United PTFA  
Katy Brown  
Date: 07.10.25

Signed   
Secretary of Meadlands United PTFA  
Louise Greathead  
Date: 07.10.25

Signed   
Co-Treasurer of Meadlands United PTFA  
Vicky Adams  
Date: 07.10.25

Signed   
Co-Treasurer of Meadlands United PTFA  
Terri Philip  
Date: 07.10.25

Signed   
Ordinary Member of Meadlands United PTFA  
Viki Bonta  
Date: 07.10.25

--	--	--