



Classlist Guidance

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HPPA Classlist guidance

From April '25, Classlist will be the platform that HPPA use to communicate with the HPP parent and carer community. Classlist should be a helpful, friendly and inclusive place for our community of parents and carers to keep in touch and receive useful communications and reminders. Below is some guidance on how to navigate the different groups on Classlist, and how they should (and shouldn't) be used.

Classlist groups

On joining Classlist, you will be added into 3 groups:

- a class group
- a group for your child's year group
- a whole school group

If you are a class rep, you'll also be added into a rep's group too.

HPPA will share updates and reminders in the relevant groups, e.g. information about a year group disco would be shared with that year group, and information about the summer fair would be shared with the whole school.

We would ask that only HPPA share updates on the year group and whole school groups.

Your class Classlist group

Your class group is for your class of parents and carers to keep in touch and share helpful information and reminders. This is where you can ask questions and chat with other parents. Usually HPPA will not post updates in your class group.

To do so, click on your class group and Write Post! It will confirm the group you are sharing with at the top of the screen.



Your class group is for:

- Keeping in touch as a group of parents and carers and creating a community with the parents and carers of your children's friends
- Arranging class socials e.g. parent and carers drinks or park playdates with the children
- Organising end of term gifts for the teachers and LSAs
- Reminding each other of important dates and school communications e.g. PE days, mufti days, school fundraisers etc
- Organising volunteers for school fundraisers
- Checking details of homework e.g. group spellings
- Locating the ever elusive missing jumpers/cardigans!

What the group is not for:

- Venting or discussing opinions on school issues or things that have happened at school
- Expressing personal views about topics not directly related to school e.g. political opinions
- Discussing anything regarding specific children
- Sharing personal fundraising requests for specific children
- Discussing any issues between children or parents
- Sharing videos or pictures of school plays or events - this is prohibited on safeguarding grounds
- Your class rep being solely responsible for reminding the class of key dates - they can help send reminders, but everyone is personally responsible for keeping on top of the school calendar of events

We know that some of our brilliant children will raise funds individually for special causes. We kindly ask that you do not share those calls for individual sponsorship or fundraising on Classlist. Please email the school office with a request for the sponsorship to be shared via the Buzz. School leaders may speak to you prior to making a decision on whether the sponsorship call can be shared.



HPPA and your class rep will monitor the conversation in the class group, and will remove any chats or threads that are not in line with this guidance. In the event that these guidelines are not followed, removal from the group would be a possibility.

If anyone feels uncomfortable with any of the conversation or messages in any of their Classlist groups, you can email contactHPPA@gmail.com for support.

Notifications

You can manage notifications in your Classlist account and can turn these on or off for all groups. To do so, please click on the icon of your face or initials in the bottom right corner of the home screen, and click on Notifications. You can then amend your notifications to meet your own preferences.

Privacy Settings

Please note: Classlist is a community app which means you will be able to find other carers / parents /children in your class and the wider school community and vice versa.

When signing up, the app will ask for some personal data (e.g your phone number and address) but you can skip these questions - this data isn't essential for sign up. If you want to you can also remove this data if you gave it previously. If you click on your face/initials icon on the bottom right corner, you can select " View my profile as others can see it". If you want to change you details click 'Edit my profile". You can also review Privacy settings under the 'My Account' part of the app.

If you have any concerns about safeguarding or being searchable then please let the PTA know on contacthppa@gmail.com and we will ensure you can still access these events.