



مدرسة الدوحة البريطانية
DOHA BRITISH SCHOOL

Class Mums Policy



Last Review: September 2021

Next Review: June 2022

Reviewer: Policy Committee





First of all, thank you for volunteering to become a Class Mum! We are looking forward to working with you to enhance the school's community and communication and to have a most successful year.

DBS Class Mums Mission Statement

Class Mums is a voluntary initiative whose core aim is to assist Primary in bringing parents, teachers and pupils together by:

- Enhancing the communication already established throughout Primary in sending updates, reminders and information to their classes.
- Assisting teachers to create a community outside of the classroom by arranging social activities, such as parents coffee mornings or weekend play dates, and seeking volunteers for school initiatives.
- Supporting parents in the day to day tasks of school, and guiding them in the right direction when necessary.

NB: Class Mums use WhatsApp as the main communication tool. Please be mindful that your Class Mum is your link to the class however as the parent it is your responsibility to find information about your child directly from the class teacher. Class Mums will not use WhatsApp for this purpose.

These guidelines have been produced by the school to assist you in your role as a Class Mum. We hope this will help to clarify your role and ensure to maintain a good relationship between Class Mums and the School. We may update these guidelines, with the help of your feedback, and we will forward you an updated copy by email. Please do get back to us with your comments and suggestions.

In order to stay in touch, it is important that you send your email address and phone numbers to the coordinator/s at dbsclassmums@gmail.com (if you have not done so already). Please also let them know if your details change.

If you have any questions regarding your role as a Class Mum or require any support, please do not hesitate to contact the coordinators at the above email address.

The Main Areas of Responsibility of the Class Mum

Communication with Parents

1. Where possible, please communicate important information by email or What's App to parents.
2. As websites are the domain of the general public, any information about DBS should appear only on the school's official site. We ask that individual class websites should not be set up. This includes Facebook sites.
3. In all communication and arrangements, be sensitive to our diverse international community's different cultures and beliefs.
4. Class Mums can include parents and members of staff with children in the school. However, they need to be mindful of their role as a Class mum and as a member of staff.
5. Be a point of contact for parents in your class to pass suggestions, feedback, and offers of help back to the School.
6. Make sure you have the email address of your class teacher.



7. Make sure you read communication from the school. This may be sent home via the school bags or posted on the website. The more informed you are, the more help you will be.
8. Please note that the class group and/or the Class Mums group should not be a forum for discussing gripes about the school or educational issues.
9. As a Class Mum, you will be a role model for your class, so please try to present a positive image of the school and its activities, and of your class. Please also respect the school's values and philosophy and do your best to promote them.
10. Class Mums should be up to date with what's going on in the school. This would mean that you need to check the school website regularly and read the Weekly Learning Brief and Newsletters.
11. Giving easy answers to parents and/or other Class Mums is not your responsibility.
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Please ensure that your behaviour on these groups is respectful. Remember that lots of parents, teachers and maybe even pupils are reading what you say. Please try to stick to the guidelines so we can all benefit from this. As a Class Mum, please be aware of the following:

1. You, the Class Mum, should be the administrator of the WhatsApp group for your class under all circumstances. This will mean setting up a group for your class, if no group already exists, or transferring the administration of the existing group to you from the previous Class Mum.
2. You should avoid gossip and speculation regarding teachers and individual pupils and parents and the school as this may undermine your role as Class Mum.
3. Inappropriate messages must be handled with a warning to parents that inappropriate discussion / language is not acceptable in the WhatsApp group.
4. If Class Mums are not following the guidelines or are seen to be engaging in gossip and speculation, they will be reported to the Head of Primary and dealt with accordingly.
5. Some parents may not wish to be part of the group so please respect their wishes gracefully.
6. Only parents of the child can be included in the class WhatsApp group and not other members of the family/household.
7. Those who leave the class/school must be deleted from the group.
8. And also see the information below as it applies to you too.

WhatsApp Usage for Parents

If you are using WhatsApp, please cut and paste the information below and send out an email/text to your class group informing parents that:

1. This WhatsApp group is a private group. Only parents of the same class may join.
2. WhatsApp is a great way to keep in touch with other parents if it is used considerately. Please remember that a lot of parents are reading your comments, even if they don't respond, so please behave respectfully and maturely.
3. Gossip and speculation regarding teachers and individual pupils and parents must not happen.
4. Negative discussion regarding individual children in the class is not appropriate and will be stopped by the Class Mum.
5. Discussion regarding individual pupils' educational issues should be addressed to your class teacher.
6. Messaging should be kept to sociable hours (e.g. between 6am and 9pm) so as to avoid annoying parents with notifications during the night.
7. Please be polite and avoid using offensive language.



8. Inappropriate messages will be handled with a warning to parents that inappropriate discussion / language is not acceptable on the WhatsApp group.
 9. Persistent abuse of the group will lead to elimination from the WhatsApp group.
- WhatsApp group is not to be used for commercial purposes. Only school events are allowed.

These guidelines must be maintained in order to secure continued use of this app.

Compiling and Maintaining Class Groups

1. You have all been asked to draw up a class group for your class. You have been emailed forms to help you to obtain contact details
2. A class group is an invaluable way of communication for parents. This information should only be shared with parents of the class and it must not be used for commercial purposes. Please make all parents aware of this fact.
3. Please make sure that parents let you know if their contact details change so that you can maintain your group. We suggest you check this once a term and update and update accordingly. It is very important that you stress to parents the importance of keeping you and the school up to date with any changes in their contact details.

Contact and Support New Families

1. At the beginning of each term ask your teacher if there are any new additions to your class. If so then send them the 'Welcome New Parent Form'.
2. Class Coffee Mornings are a good way of introducing new parents to your class. You may decide to arrange a coffee morning so that other Mums can meet new parents. It is the school's intention to arrange a school 'New Parent Coffee Morning' at the beginning of every term.

Working with Friends of DBS

1. Friends of DBS may organise various events and you may be asked to help gather volunteers from your class for these events.
2. You may be asked to pass on information from the Friends of DBS from time to time.
3. You will be invited to attend a Class Mums meeting at least once a term with all the other Class Mums, the Head of Primary and other representatives of the Primary School. For these meetings, you may be asked to get feedback in advance from your parents on a specific topic that the school wants to address. Please do your best to attend these meetings. If you cannot attend a meeting, please find a volunteer to represent your class and brief you on what happened at the meeting.
4. Encourage parents to volunteer to help at or attend events.
5. If you wish to engage in any fundraising activities (independently from the Friends of DBS) on behalf of the school, please obtain prior approval from the Head of Primary.



Social Activities

1. Coffee mornings are a pleasant and informal way to get together, organise parties, organise joint presents, etc. If there is not a very large number of attendees at your class coffee mornings, you could hold coffee mornings for your whole year group. The coordinator/s email lists indicate which other Class Mums are in (their class number appears after their name), so please get in touch and organise together, or through the Class Mums WhatsApp group.
2. A relaxed evening is a good way to allow parents to mingle and meet one another. Please be understanding of our community's cultural beliefs when arranging such evenings.
3. The class teacher may also be invited to attend both children's and parents' social gatherings. Some teachers enjoy such occasions while others prefer not to come. Please be understanding and aware that they may prefer a social life away from school.

Supporting your Teacher

1. Let your class teacher know that you are the Class Mum especially at the beginning of the school year. Discuss ways in which you can work together to help enhance the class' experiences.
2. Your teacher may ask you to email/WhatsApp parents from time to time. This may involve requests for items, found / lost bits of uniform, reminders, passing information on, etc. How much help is requested will depend on your individual teacher.
3. Your teacher may ask for help in recruiting parents to help on trips, at school events, etc.
4. From time to time, there will be queries regarding things such as uniform, clarification on homework, collection times from an event, costume queries, etc. As Class Mum, it would really help the parents if you could get clarification from your teacher or the school and disseminate the information back to your class (or individual parent depending, on the query).
5. You may wish to send out reminders about school events such as non-uniform days (there are always children whose parents forget!), costume days, sending in requested items, etc.
6. Co-ordinate any joint gifts or cards for teachers. Note that not all parents will wish to contribute and it is purely optional.

Please Do Not Get Involved in Educational and Behavioural Issues

1. It is not the responsibility of the Class Mum to help in matters which relate to academic or behavioural issues. We cannot stress this matter enough.
2. Sometimes you may be asked by a parent to help in matters such as this. Parents should be encouraged to speak to the teacher directly in this instance. If the parent is still not satisfied they should be referred to the Key Stage Leader. Please note that educational and behavioral issues remain the sole responsibility of the school.
3. Please try to avoid gossip and speculation regarding teachers and individual pupils and parents as this may undermine your role as Class Mum.
4. If at any stage you require any clarification or support, please do not hesitate to contact the coordinator/s.
5. Please note that if you do get involved in educational and behavioral issues with children that are not your own, you may be asked to stand down from your role as Class Mum.
6. Do not make decisions on behalf of the school. The school will communicate matters that affect everyone.



Leaving the Class Mum Role

1. You are expected to continue your role as a Class Mum for the next academic year. If you are leaving the school or cannot continue as Class Mum then you need to find a new Class Mum for your class for the following academic year.
2. If you are leaving the school or cannot continue as Class Mum during the school year, you need to find a replacement and to hand over the email/WhatsApp group administration to the next Class Mum.

We are looking for ways to improve the Class Mum system and to make it work better for you and your class. Please let the coordinator/s know if you have any comments or suggestions.



Thank you