



## Forge on

Thanks for liking or subscribing to our Facebook page. This may seem a bit formal but hey, we are a primary school! We want things to be safe, friendly and positive. Please read this and bear it in mind when you use our page. Enjoy!

1. Our Facebook page is aimed at keeping parents, colleagues and friends of the school up to date with what's on our school website. We will sometimes post additional info about school events on the page. While this is another way of us communicating with you it is not meant to be a main channel of communication. We can't access Facebook on school computers and so the page will not be updated every day.
2. Please do not try to use the Facebook page as a regular means of communication with us. Queries, questions and concerns may not be answered for the reasons stated above. You can get in touch with us day and daily via phone, email and post.
3. We want interaction that does occur on the page to reflect Facebook's ethos of it representing the best in human relationships and so we expect high standards of conduct, politeness and friendliness. We want the page to reflect the positive ethos and atmosphere that we value as a school. Negative or abusive posts will be removed and appropriate action taken.
4. Facebook use is not permitted for children under the age of 13. As a school with a responsibility to all of our current and past pupils it is our current policy not to accept posts from anyone of UK school age or under 18 years of age. Our page is not currently accessible to anyone registered with Facebook as being under 18.
5. As part of our broader internet use and child protection policy we don't post any details or personal information about children. We never name children who appear in photographs and we will not tag photographs. Only Forge IPS can post photos on the page and only photos that are permissible under our *Consent for Photographs Policy* will appear. We have disabled the facility to tag photos on our page and we ask that you respect this and do not refer to children by name in posts. Any contraventions of this that do occur will be taken down as soon as we become aware of them.
6. We work with people, big and small, through sunshine and showers and sometimes issues arise that cause anxiety and concern. We want to work with you to resolve these issues but ask that you raise any concerns or complaints you have through contacting us via the school office, by phone, email, in person or by letter. Our Facebook page is not a suitable forum for addressing complaints or concerns. Complaints raised via posts on Facebook may infringe privacy and may not get a timely response.

Thanks for your help with this.

