



# Loxwood School

## PTA News

Dear Parents

As you may be aware the rules surrounding data protection are changing in May this year. It means that you are probably receiving lots of communication from various companies asking you to opt into their mailing lists and letting you know how your details are stored.

The new laws under GDPR mean that all companies and charities must re-evaluate how data is used. The PTA is included under the new guidelines, so we are beginning the process of looking at how we use parent data and how it is stored.

We feel it is very important to communicate with parents, so we have found a website called Classlist, that helps us control personal data in line with the GDPR laws, while still allowing Loxwood PTA to keep you informed of all the events that we are running and how funds are used.

Classlist will replace the email correspondence from class reps and will become the main communication method for the Loxwood PTA. Parents will be responsible for their own settings and will have control over what information they put onto Classlist. You are able to decide if you want to share your personal information. As a member of classlist you are able to decide what notifications are sent to your emails, or log into the Classlist website or app to see what events and activities are scheduled on the Classlist calendar.

There is so much you can do once you are a Classlist member from looking up PTA minutes to signing up for the cake raffle. The emphasis is on your own decision to be responsible for the information you receive and how much you participate.

To sign up to Classlist you need to go to [classlist.com](https://classlist.com) and search for Loxwood Primary School. Follow the instructions to create your account and once another parent has verified that you are a Loxwood parent you will have full access to all that Classlist offers.

As well as improving our electronic communication you may have noticed we also have a new board at the front, outside the Year 2 classroom. The purpose of the board is for all PTA communications. Here you'll find the latest PTA newsletter and information of fundraising events and news. If you're concerned you may miss something on Classlist then we will do our best to make sure it's on the board.

We look forward to seeing you on Classlist

Thanks

Gemma Versteeg

Loxwood PTA Chair.

## **FAQ-**

### **Will the teaching staff use Class List?**

The school communications will still come through Clarion emails, and texts. All the information from the Teaching staff will still be in the weekly up to the minute. Classlist will be information from the Loxwood PTA.

### **What about Facebook and What's app?**

WhatsApp is designed to be a message service between groups, parents are able to chat to each other and may send reminders to each other. Facebook will be used for occasional reminders and all parents can post questions or requests. Neither will be a formal communication from Loxwood PTA. Parents have the ability to remove themselves from the Facebook page or class WhatsApp groups whenever they like. We will never post anything solely on Facebook or WhatsApp. Every event will be on Classlist.

### **Can anyone see my personal information?**

You can choose what information you have on show and to whom. Classlist is only open to adults involved with Loxwood School. Parents, carers, grandparents, school admins. They must be approved by other parents and admins of Classlist to ensure that only people connected with Loxwood School are on our Classlist site.

### **What if I can't get onto Classlist?**

We are able to help you set up your Classlist profiles by adding in your email address, you will need to fill in a Classlist form available at reception or find your Class Rep or PTA chair.

### **I don't want to follow the PTA do I have to sign up?**

No. If you don't want to know about what the PTA is doing in the school then you don't have to sign up. It would be a real shame as all parents are automatically part of the PTA. The aim of the PTA is to help build the school community and raise extra funds for the school. Knowing what is going on at School helps your child get the most out of their school experience.