

Tuesday 7th May 2024

Dear Parent/Carer(s),

Class Dojo - Updates and Information

You recently received a letter/form regarding giving consent for your child's image/first name to be shared on the school Class Dojo account – thank you to those that have responded to that. For those who did not give consent, you are still able to download and use the Class Dojo to receive messages, updates, events information etc, it is just that your child's image and name will not appear.

This week we plan to launch Class Dojo across the school and are excited to share our first updates with you. Please do bear with us whilst we are all learning to navigate the new platform.

Alongside this letter you should have received a “join link” to create a Class Dojo account. Please follow the instructions on this link. We will also put some QR codes up in classroom windows which will direct users to the same join link.

You will see outlined below our agreed usage policy for Class Dojo which will give you an idea of what to expect from this platform.

Class Dojo Usage Policy:

At Dane Bank Primary, we will be using four key elements of Class Dojo:

- **Points** – staff will award Dojo points to pupils when they show positive behaviours linked to our school values
- **Class Story** - general class news and celebrations, reminders, updates and examples of work and learning from in the class.
- **School Story** - news from across the school, informing parents about whole school events, sharing letters, sporting results and other whole school information and updates.
- **Messaging system** – parents/carers and teachers can communicate via private messaging.

Parent/Carer responsibilities:

- Regularly check both the class and school story and if any 1:1 messages have been sent.
- Please like our posts when you can – this helps us to know that you have seen them.
- If possible, please pass messages to the Teacher at drop off and pick up times – using the direct messaging option if this is not possible. For anything particularly sensitive or confidential, it is more appropriate to speak over the phone or in person. The purpose of the Dojo message can be to try to arrange this.



- Remain polite and considerate at all times in written communications with the class teacher.
- Not to share any content from Class Dojo on social media or via other messaging services.
- Messages regarding changes to pick-up, appointments and absences **must** go through the school office.
- Understand that teachers may not be able to respond to messages during the school day and/or whilst they are teaching. If a message is urgent or requires a response/confirmation quickly, please communicate through the School Office.
- As a school we will set 'quiet hours' where teachers may not respond to messages, this is between 5pm – 8am. If a teacher chooses to check messages and/or respond during these times, this is at their discretion and **should not be expected**. This is in order to protect teachers' work/life balance and workload. Teachers will not respond to messages at weekends or in school holidays.

Staff responsibilities:

- Only Class Teachers will have accounts on Class Dojo – Teaching Assistants and Support Staff will have access to update the 'Class Story' if they wish but will not be available for messaging. All communication should go through the Class Teacher.
- Teachers will post regular updates on their class story – at least once a week.
- Teachers will try to ensure that messages are shared through Class Dojo and reminders are sent out.
- Office staff and members of the Senior Leadership Team will ensure that school letters are also shared on Class Dojo and that school events are added to the platform in order that reminders can be sent.
- As a school we will set 'quiet hours' where teachers may not respond to messages, this is between 5pm – 8am. If a teacher chooses to check messages and/or respond during these times, this is at their discretion and should not be expected. This is in order to protect teachers' work/life balance and workload. Teachers will not respond to messages at weekends or in school holidays. Teachers will not initiate messages during this time.
- Certain conversations, particularly around safeguarding and highly inappropriate behaviours should be discussed with the parent/s via a phone call or in person - and not via a Class Dojo message.
- Adults posting on Class Dojo must be fully aware of the children who do not have permission to have their photographs shared on Class Dojo.

Should you have any questions about any of this information, please do not hesitate to contact me.

Kind Regards,

Joanne Lennon
Headteacher

