

Dear Parents/Carers,

As a school, we use Class Dojo as our main form of communication with you.



For parents and carers that are new to our academy, Class Dojo is a communication tool between parents and adults in school. There is a 'class story' which the teachers will use to share events that are happening in the class, along with photos of the school day. There is also a messaging service for individual one-to-one messages between the class teacher and the parent/carer.

At home, parents can communicate simply and safely with their child's class teacher. Class Dojo is 100% free for teachers and parents. It is easily accessible and can be accessed via an app or internet browser. There is an option to pay for an upgrade, but we **do not** recommend paying for the upgrade as we will not use these additional features. Parents can set the app to notify them when new content is added should they wish to – this is free of charge.

Reception class teachers will be sending paper invitations home with each child during their settling sessions in September. Each invitation includes instructions for signing up to Class Dojo using a unique code to link your parent account with your child's pupil account. This is not limited to one parent, both parents can sign up using the same invitation. Please note that this invitation is for parents only. If you are a current Dunchurch nursery parent, we should be able to transfer your child over to their new class, meaning you won't need to sign up for a new Class Dojo account.

Please see further information below, regarding our expectations for Class Dojo.

What will our staff do?

- Share learning 2-3 times a week
- Share information about events and activities happening in class.
- Send out and reply to individual messages if required (messages will be muted between 4:30pm and 8:30am and teachers will have a 48-hour time period in which to reply). Any urgent messages should be sent through the school office via email or phone call.
- Share links to useful websites and important/interesting information.
- Maintain the highest professionalism and security settings at all times when using Class Dojo
- Automatically invite parents to join their child's Class Dojo page when they join their class.
- Schedule events so that parents/carers can see what is coming up during that term.
- Share the newsletter and letters via the whole school and class story pages. Please note that Class Dojo is our only method of distributing these items. If you wish to request that paper copies are sent home instead, please request this from the school office.
- Not share the names or faces of children if parental permission has not been granted. Photo permission is included in the starting school paperwork for reception and nursery children, and all new starters to the school. We will continue to use the permissions already given for the children in years one and two – please contact the school office if you would like to change this.



What do we expect our parents to do?

- Check Class Dojo for messages.
- Make sure they appreciate staff well-being and do not expect responses immediately.
- Use Class Dojo to structure a conversation with their child about what they have been learning.
- Not screenshot or share any content from Class Dojo on social media or other messaging services.
- Not use it as an outlet to be aggressive or confrontational towards staff.
- Arrange to speak to a teacher if you have any concerns that you wish to discuss – Class Dojo is not a replacement for these face to face discussions.
- Only use the QR code to sign up as parents – we do not allow grandparents or wider family members on Class Dojo.
- Please do not use Class Dojo to report illness or absences – these should continue to be reported to the school office.

Please note that by signing up to Class Dojo, you agree to adhere to our expectations stated here. If you have any questions, please do not hesitate to contact me.

Best wishes

Mrs Owen

Deputy Headteacher