



Dear Parents,

We are very excited to welcome you to our ClassDojo. This is a free online communication platform (and works in a similar way to facebook). We have been working extremely hard to develop how we communicate with you. We are hopeful, that through using ClassDojo, we will be able to share many MAGIC moments as your child continues their learning journey.

Each child has a monster avatar. Your child can have lots of fun with this avatar and you will be able to celebrate your child's achievements! Avatars can be personalised.

There are two very important areas within ClassDojo. These areas are the 'Class Story' and the 'Portfolio' areas. Within the 'Class Story' you will see posts shared by your child's class teacher. Here you can comment on the class teacher's posts and 'like' these to let them know that you appreciate their post. Other parents will be able to see any comments that you add to the class teacher's posts in the 'Class Story' area.

In the 'Portfolio' area, you can respond to tasks set by your child's teacher and upload your own pieces of work for your teacher to see. Each time you add a photo, video or any other message to the portfolio area, the class teacher has to approve these and can respond to your post in the comments section.

You will also find that there is a messaging area on ClassDojo. Please ensure that you do check this area, as your teacher will send you a message with a link to set up your child access when you first begin to use ClassDojo. You must follow this link to be able to share any posts with us.

With regards to messaging, we ask that you are courteous and abide to the following guidance below both now and when we do return to school;

DOs

1. Please do message your child's teacher if you have a small query about the work that has been set.
2. The teachers will be professional at all times, we ask that you ensure you use appropriate language and remember that there is a person that wants to help you on the other side of the screen.

DON'Ts

1. Please do not message your child's teacher to notify them of absences or illnesses – this should be done via the school office as normal.
2. Please do not use Class Dojo to message about any urgent or serious issues; please use the school office and normal school procedures for this.

The parts of ClassDojo we use are free for us at school and for you at home. There is a section called 'ClassDojo Beyond School' which allows you to award dojo points as a parent but this is a subscription service. Please be mindful of this and do not enter any payment details if you do not want to be charged.

Teachers will always endeavour to reply or acknowledge posts in a timely fashion. However, please bear in mind that staff can be very busy working hard and as I am sure you know, school life can be very hectic. This means that there may be a slight delay on occasion, even more so when we do return to a more 'normal' school life.

We hope this answers any questions that you may have and we look forward to communicating with you through ClassDojo,

Regards,

Academy Principal

