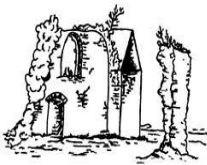


# The Priory Catholic Voluntary Academy

Part of the Saint Ralph Sherwin Catholic Multi Academy Trust



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**Headteacher:** Mr Anthony Harrison MA

## Class Dojo Communication

8<sup>th</sup> February 2021.

Dear Parents,

Class Dojo is an online platform that allows children, parents and teaching staff to communicate. Class Dojo is also a behaviour system we use in school where each child has a monster avatar that earns 'monster points' for positive behaviours and work in school.

Each child, parent and teaching staff have an individual log in which is for their use only. Children and parents are part of their class only, whilst teaching staff may be invited to join multiple classes. The 'Class Owner' (usually the main class teacher) is responsible for the administration of the class. Miss Fisher (Computing Lead) administers the whole school page. Once this is all set up, this means you will receive notifications every time your child receives a monster point. You will also be able to see 'class stories' from time to time where the teacher will post a little information about what the children have been doing in a particular lesson. Please see the addendum for an overview of the features of dojo.

We hope that you find Class Dojo to be a convenient and exciting way of being made aware of how your child is getting on in school.

You, or your child, can also message your teacher/teaching assistants. With regards to messaging we would just like to clarify how to use them:

### **DO**

- Do message your child's teacher if you want to share something positive from home or congratulate your child on something they have done in school
- Do message your child's teacher if you have a small query or would like to find out something **simple**
- You can message on Class Dojo to ask the teacher if you could arrange to see them
- You can use Class Dojo for any general day to day communication
- Do message your child's teacher on Class Dojo if your child has any minor worries, for example:
  - Jack didn't quite understand fractions today; could you speak to him about it please?
  - Sarah thinks she has lost her reading diary in school, could you help her find it please?

### **DON'T**

- 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

- Please do not use Class Dojo to message about any urgent or serious issues, behavior or provision etc please use the school office and normal school procedures for this

Teachers will always endeavor to reply as quickly as possible. However, please bear in mind that school life can be incredibly busy and whilst every effort will be made to reply or acknowledge messages, there may be a slight delay on occasion. **Teachers will aim to respond to any messages sent within 24 hours** of receiving them and message will only be sent between the times of **8am and 5pm**. Additionally, **please do not expect a reply to any messages sent after 5:00pm as teachers will not be able to reply.**

**All message should be polite in tone and work related.** We have in the past, received message that do not comply with these rules, if that is the case, you'll be given a written warning, and you will be removed from dojo if such discourse continues. All parents and carers have signed a code of conduct. If you have a complaint, please refer to our complaints policy and the formal procedure to report this.

We hope this clarifies any questions you may have and that you enjoy connecting with us and your children through Class Dojo. If you are experiencing any difficulties with accessing your child's dojo site, please contact us at school and we will try our best to support.

Kind Regards,

Mr A Harrison  
Head Teacher

## Dojo Features and Information

### **School story**

This is where teachers can share items for everyone in school to see. All other users can 'like' and comment on the School story.

### **Class story**

This is where teachers linked to the class can share items for the parents and children of their class to see. Users of that class can 'like' or comment on the Class story.

### **Portfolios**

Each child has his/her own portfolio where they can upload photos, drawings, text, files, videos and sound recording. This can only be seen by the teachers linked to this class. No other pupils or parents can see these, nor can teachers from other classes. The class teacher can post 'activities' to be completed in the portfolio section.

### **Messages**

Parents can message the teachers linked to their class directly. This is a private message between the parent and teacher. Please be aware, teachers have an obligation to share messages with the designated safeguarding lead if there is a concern.

### **What are we using Class Dojo for?**

We are using Class Dojo as a method of communication between parents, children and staff. This helps share learning at home and in school.

### **What can parents share on Class Dojo?**

Parents have the option to share photos, drawings, text, files, videos and sound recording. All posts are sent to the class teachers who can then approve or delete them.

### **What can teachers put on Class Dojo?**

Teachers can upload photos, videos and files for individuals or the class to see. Staff can provide feedback to pupils and message parents direct. Staff will only use Class Dojo during normal working hours Monday to Friday. There is no expectation for teachers to access the system outside of this.