

**ClassDojo**

Dear Parent / Carer,

As a school we communicate with you via the Class Dojo system. If you have not yet signed up, please link with your child’s class tutor or learning partner to discuss how you can do so.

For those of you who may not know Class Dojo, it is a messaging system that allows us to communicate with one another. Using this system we can post messages, share photos and school announcements so you can get an instant update on key events.

Usage Policy

As a school we have an agreed policy on usage:

* Primary department will provide a daily round-up of the day for the children, plus any additional reminders that may need to be sent out.
* Secondary department will send a weekly review of your child’s week and may be in touch when a specific activity or a special event has taken place. You will also receive reminders for events and kit that may need to be brought into school.

We understand that for many parents the only chance you will get to message is ‘out of school hours’ however there is no expectation for staff to respond during ‘out of school hours’. This is to promote a healthy work-life balance for staff. Staff will look at Class Dojo and respond between the hours of 8.30am-4.30pm. Please note that staff will telephone you if we need to talk to you urgently, for example a first aid incident.

Class Accounts

You may have noticed recently that additional members of staff have been linked to your child’s account. These are members of our administrative team, Key Stage Leaders and Senior Managers in the school. We will aim to add photographs of us all so you can put a name to a face.

Permissions

As a school we host many special events for the pupils and enjoy sending photographs of pupils’ learning and having fun. We would like your permission to photograph your child in a group with other pupils and post this group photograph onto Class Dojo. This will mean other parents/carers will be able to view your child in these group photographs. **Please find attached your permission form to complete and return.**

If you have any further questions regarding Class Dojo please speak to your class tutor/ LSW in the first instance who will be more than happy to help.



**ClassDojo**

**PERMISSION FORM**

Name of child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick:

I give permission for my child to be included in

group photographs posted on ClassDojo

I do **not** give permission for my child to be included

in group photographs posted on ClassDojo

Name of parent / carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For further information about ClassDojo’s Privacy Policy: **classdojo.com/privacy.**

**Please return to the school office as soon as possible.**