



## **Class Dojo Parent Guide**

Class Dojo is an effective communication and behavioural reward system which allows parents, teachers and students to connect by sharing photos, videos and messages.

This guide is for the **Class Dojo app** which can be downloaded for free on any smart iOS or Android device through the app store.

### **Signing up:**

By now, you should have received either a text or email asking you to sign up to Class Dojo. Click on the link within this text/email to take you to [classdojo.com](https://classdojo.com). A box will appear asking you to confirm you are the parent(s) of that child. Press 'OK' and this will take you to the home page.

**There is a menu that runs across the bottom of the app. Please select from one of the following menu tabs:**

- **Class Stories**

Class stories are a way of your teacher or the Heads of School to communicate whole class or whole school messages. You can respond to these posts by 'liking' and 'commenting' on them, just like Facebook!

- **Beyond**

We have not yet signed up to this.

- **Child's Portfolio**

The largest circle across the bottom menu takes you to your child's individual portfolio. One of the features of Class Dojo is that children can be awarded *Dojo Points* for exhibiting desirable behaviours. On your child's individual portfolio you can view how many Dojo points they have received in school and what they were awarded for e.g. good listening, helping others etc. You can also upload homework (or home learning in the event of a lockdown), photos or videos to your child's portfolio, which can be viewed by the teacher. You may wish to award your child with *Home Dojo Points* which the teacher can also view. Children can also personalise their monster avatar here.



- **Messages**

Parents can directly message teachers through Class Dojo. We ask that all parents adhere to the "Dos and Don'ts" set out below:

**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 teacher if you are struggling to access the home learning resources.

**Don't:**

- Please do not message your child's teacher to notify them of collection arrangements, absences or illnesses - this should be done via the school office as normal.
- Please do not use Class Dojo for urgent messages; please call the school office.
- Please do not message your child's teacher if you have a concern or complaint. Please ring/e-mail the school office and a call back will be arranged.
- Please do not message through Class Dojo for sensitive or behavioural issues. Please ring the school office and a call back from the class teacher will be arranged.

Teachers will always endeavour to reply as quickly as possible. Due to settings on the Class Dojo App, teachers will only be able to respond to messages between 9am and 5pm (Monday-Friday). Staff will aim to reply within 48hrs of the message being sent; 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 delay on occasion.

If a message appears during a teacher's absence, it will be responded to by the teacher on their return.

These procedures will be reviewed before the end of the Advent term.

**We hope you find Class Dojo a convenient and exciting way of keeping in touch with your child's learning.**

