



Dear Parents/Carers

Many of you will already be aware that here at St Luke's we use the ClassDojo website/APP as a form of communication and information for parents. This platform allows each class teacher to share important information and reminders through the 'class story' page as well as upload photographs and videos of the children's learning. There is also a 'school story' page which all parents can access and through this we will upload whole school information, reminders, messages and letters. In addition to this, ClassDojo has a messaging feature where parents can message staff and vice versa and it also provides a system where teachers can award each pupil reward points for excellent behaviour and work.

We would like to ensure that **all** of our parents are signed up to ClassDojo because moving forward this will become our main method of communicating with you. Our school website will remain an important platform where we can share information with the wider community, but ClassDojo will be our main source of communication with you as parents and carers and it will replace our email and text messaging services which have been used previously. With all communications being sent through ClassDojo it will make it easier for parents/carers to manage as you will know all the details that you need to know will come through this platform.

Class teachers are currently checking to make sure all families in their class are connected to ClassDojo as **if you are not signed up, you will miss important information** we are sending out. If you are not sure if you are signed up to the ClassDojo service, please double check with your class teacher who can check this for you.

Moving forward in the next couple of weeks, we will no longer send text messages and/or emails to parents. All communication will be via ClassDojo. Please look out for weekly posts by class teachers where they share the children's learning as well as letters/reminders which are posted. Please feel free to message teachers if you have a query/concern relating to your child. Teachers will aim to answer your message as soon as they can, however please bear in mind that school life is very busy and whilst every effort will be made to reply or acknowledge messages, there may be a slight delay on occasion. In addition, please note that messages will not be responded to after 5pm. **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.** On the next page you will find a ClassDojo User Agreement which will set out the expectations for parents/carers in regard to data protection and the expectations of school staff with respect to the content which is communicated.

We hope that you will enjoy using ClassDojo and that it will give you a valuable insight to life in school.

Kind Regards

A handwritten signature in black ink that reads 'S. Baker'.

Mrs S Baker



CLASSDOJO AGREEMENT

ClassDojo is a shared platform between home and school and all parties should use this respectfully. If abused, the Headteacher reserves the right to remove people from pages associated with the school until any misuse has been investigated.

This is a “closed” platform. It is only accessible to parents who have been approved by our school administrator. By completing this agreement you are agreeing not to share the images sent in any way for example on Social Media platforms such as Face Book and Instagram.

School Staff (Individual, class and school story pages)

- Will only use school devices owned by school - not personal devices.
- Appropriate messaging using first names will be used for class pages.
- The Office Manager and Senior Leaders will manage the School Story with messages for all parents and school initiatives. This page may contain names of pupils – first names only.
- School staff will check or send messages between 8.30 - 4.30pm daily. News and photos may be sent later.
- Teachers will manage individual pupil’s pages and class stories to share relevant information with the whole class group.

Parents / carers

- Parents are strongly encouraged to use ClassDojo for individual, class and whole school stories as this is the **only** platform for regular and instant communication with school. General information is posted on the website which is accessible to the school community and general public.
- Telephone/email the school office with absences and request leave of absence as normal – do not send these in via ClassDojo.
- Parents are unable to comment on the class story– comments parents wish to make should be shared in “messages” with the teacher directly.
- We can provide an account where another adult has parental responsibility but does not live in the household in which the pupil lives. In these cases parents will message individually to teachers. Messages can only be seen by those who it is directed to, not to all pupil contacts.
- Teachers will monitor at 8:30am and between 3.30 – 4.30pm. After that school may send messages but will not check for messages from home. At this point a “quiet hours” function will be triggered.

Please complete the declaration on the next page and return to school by Friday 23rd September 2022. If you have any further questions please visit www.classdojo.com.



ClassDojo User Declaration

I /we agree to the terms of use provided and consent to joining and use of the

- School
- Individual
- Class Story.

I give consent for my child's photograph to be used on ClassDojo. I understand that this is a closed (password protected) platform only accessible St Luke's parents.

Child's name: _____

Child's Class: _____

Name and signature of Parent/Carer who will be using
ClassDojo and agrees to declaration:

Name: _____

Signature: _____