



St Catherine's Class Dojo Guidelines for Parents 2019-20

We are entering our second year using Class Dojo across the whole school. It is a brilliantly convenient way for us to communicate with you and vice versa. Class Dojo also enables us to share your child's learning in school, for you to see the Dojo reward points your son/daughter receives and for us to show you how well they are doing in school. Below are guidelines to enable us to continue to use Class Dojo effectively across the school.

Dojo Mentor and Principal:

For any queries or technical issues regarding Class Dojo please message or visit your child's class teacher. The school's 'Class Dojo Mentor' is Libby Phillpotts (Year 6 teacher) and the 'Principal' is Louise Hussey. They are also always happy to help with any issues regarding Class Dojo. Your 'Class Dojo Mentor' has the most expertise regarding the site and is part of an online community that can usually answer any of your questions.

Messaging:

You are welcome to message St Catherine's teachers at any time, day or night, but please note teachers' 'quiet hours' are between 5pm and 8am therefore they will not see your messages or reply between these times. Should you message after 5pm, teachers will check and do their best to reply when they get to school the next morning. Teachers are extremely busy once the children arrive and we cannot guarantee we will be able to reply to your messages until later. We advise you to phone the school office regarding absences or with any urgent messages. Please leave a message on the answer phone if you cannot get through.

We love the messaging feature of Class Dojo for discussing routine matters e.g. 'Joe needs to bring in sun cream tomorrow', 'Joe had a good day today' or 'Joe has left his book bag in school' etc. Please check Class Dojo regularly in order to receive our updates.

If for any reason you need to discuss something more serious, e.g. friendship issues, incidents on the playground, behaviour etc. please come and see us face to face. These sorts of issues are far easier to resolve when speaking to you in person. Teachers will not be able to discuss these issues via the messaging feature of Class Dojo.

Please see the Dojo Mentor or Principal at any time with queries or for help.

Portfolios:

Your child's portfolio is an amazing way to share your child's learning in school. We endeavour to regularly post photos for you to see what your child has been doing in school. Often your child will take photos of their learning to share with you too even though it will say it was posted by the class teacher. Please use this as a chance to discuss what they have been up to in school.

As a parent, you can share photos and videos of what your child has been doing at home with your child's class teacher. This can be anything from homework to a family outing. Teachers absolutely love to receive these and often reward the children Dojo points for sharing!

Class Story/School Story:

Your child's class teacher and HLTA/TA will regularly share whole class learning and achievements on the Class Story. On the whole School Story you may see posts from other teachers regarding whole school events. We advise you check these daily as important updates are posted here e.g. trip arrangements, sports days, items children need to bring to school etc.

We welcome likes and comments on any of the posts on the stories. If you wish to express a concern or are unhappy with any of the posts, please message the teacher directly to arrange a face to face meeting so we can resolve your concern.