

Dear Parent / Carer,

As part of the ongoing development of Heaton School one of our focus areas is how we engage with and inform parents in regard to all aspects of school but primarily the daily activities in class.

Last year we ran a very successful trial with parents of 2 classes using the Class DoJo APP. Class DoJo ([www.classdojo.com](http://www.classdojo.com)) creates closed groups where teachers can instantly send messages and photos of activities in class to allow parents greater access to the students learning experiences in school. There is also the possibility of messaging between class and parents that will be easier than writing in the diaries daily.

This APP does not share student information, as it's a free APP there may be the occasional e-mail from their partners in an attempt to advertise but that should be the only contact except from us to say what's happening in school, this was the case for parents in the trial who have given us great feedback and glowing reports on its use. We are therefore extending this to all classes in school.

We are holding 2 drop in sessions for parents and carers where we will outline Class Dojo and our new assessment system. These will be held in school on 31<sup>st</sup> October at 1.30 pm and 2<sup>nd</sup> November at 10 am, all are welcome

Once the attached user agreement has been signed

- Class teacher will create groups and sending a simple password home to parents so they can join with access to messages sent re their son / daughter and their class.
- Parents will need to download the free APP for their device at home.

We will send home details of how to do this.

Class Dojo is a series of pages that they name "Stories", we intend to set up -

- A School Story – to give information from school only.
- Class stories – to send information to whole classes as closed groups.
- Individual student Stories – Direct messages between class teachers and individual parents / carers

This is an optional initiative and I fully understand that some parents will not want to be involved, this is your choice.

Class Dojo will not replace existing processes for contacting school for pupil absences, holiday requests, information re school meals etc.

A full user agreement is attached for all parents to agree or decline.

Thank you for your continued support. If you wish to discuss this further please contact me at school.

Yours sincerely

Jonathan Curtis

## **Class Dojo – Parent & School user Agreement / Guidelines**

Class Dojo is for users to communicate between school and home positively, sharing messages and pictures to enable parents / carers to engage with the students time in school.

This user agreement is to outline expectations for the use of class Dojo for all members of the Heaton School Community. It outlines expectations for parents / carers in regard to data protection and expectations of school staff with respect to amount and content in communication.

Once this agreement is signed and returned to school - a guide to get started with your individual code to sign up to your son/daughters story will be sent home. If abused the Headteacher reserves the right to remove people from pages associated with the school until any misuse has been investigated

**All users will not share any photos on Social Media unless permission is sought- By signing up to 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 initials will be used for class pages.
- The Headteacher and family Liaison TA will manage the School Story with messages for all parents and initiatives such as “Sign of the week”. This page will contain no photos or names of students.
- School staff will check or send messages between 8.30 - 4.30pm daily, news and photos may be sent later.
- Teachers will manage individual student’s pages and class stories to share relevant information with the whole class group.

### **Parents / carers**

- Opt in or out of individual, class and school stories and remain using the Paper Diary system.
- Contact school in the usual way for medical / office, nurses, transport or to contact the Senior Leadership Team.
- Telephone school with absences and holiday requests as normal.
- Will not comment on the class story – comments should be shared with the teacher directly.
- We are able to set up separate accounts with connections to an individual student for families with shared care. In these cases parents will message individually to teachers not between each other.

**Guidelines** - to manage expectations of families regarding receiving messages and responses from school & appropriate work load expectations of teachers.

- We will contact regularly - this will vary from week to week and class to class.
- There is no requirement to message every day but it will be an expectation that a class message would be received if possible and appropriate to update parents on the day’s activity.
- Teachers will monitor 8.30 – 9.30 and 3.30 – 4,30 after that school may send messages but will not check for messages from home

Please return the form below to the school office by Friday 19<sup>th</sup> October 2018. If you have any further questions please visit [www.classdojo.com](http://www.classdojo.com).

## Heaton School – Class Dojo User agreement.

Student –

Class –

Names of Parents using Class Dojo-

- 1.
- 2.

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

- School
- Individual
- Class Story.

(Delete Stories that you do not want to access)

Signed (By both parties if 2 users)

Signed - \_\_\_\_\_

Print Name - \_\_\_\_\_

Signed - \_\_\_\_\_

Print Name - \_\_\_\_\_