



Bramley Sunnyside Infant School

Dear Parent / Carer,

Class Dojo (www.classdojo.com) creates closed groups where teachers can instantly send messages and photos of activities in class to allow parents greater access to their child's learning experiences in school. It also allows Parents and carers to share images of learning experiences at home. Class allows Teachers and Parents/ Carers to send direct messages to each other making communication between home and school easier.

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.

Once the attached user agreement has been signed

- The class teacher will create groups and will send a link home to parents and carers so that they can access anything sent regarding their child.
- Parents and Carers 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 currently have -

- Class stories – to send information to whole classes as closed groups.
- Individual student stories – Direct messages between class teachers and individual parents / carers.

This app is not about creating more work for teachers or parents but is a useful way to improve our communication and share learning.

Class Dojo will not replace existing processes for contacting school for pupil absences, holiday requests, information re: school meals etc. We would ask Parents and Carers to contact the school office directly for these matters.

A full user agreement is attached for all parents and carers to agree to.

Yours sincerely,

Mrs Mary Smith

Head Teacher





Bramley Sunnyside Infant School

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 or carers to engage with the children's learning at both home and school.

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

Once this agreement is signed and returned to school - a guide to get started with your individual code to sign up to your child's 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 this agreement you are agreeing not to share the images sent in any way, for example on Social Media platforms such as Face Book, Twitter and Instagram.

School Staff will

- only use school devices owned by school - not personal devices.
- manage individual children's pages and class stories to share relevant information with the whole class group.
- Deal with any safeguarding concerns in line with the school safeguarding policy.

Parents and Carers will

- contact the school office directly to report pupil absences giving reasons for the absence (please note, there is an answer machine to record messages out of hours)
- complete the Class Dojo User agreement form (below) and return to school to enable us to set up the account.
- In the case of families with shared care, both parents will give their contact details to school to enable two accounts to be set up. Again, please email enquiries@bsi.school .

Guidelines

- Staff will endeavour to update Class Dojo, twice per week
- There will be a 72-hour window for messages to be answered by staff.
- School staff will check or send messages between 9am – 4pm Monday- Friday.

Please return the form below to the school office with the completed forms from your admission pack.

If you have any further questions please visit www.classdojo.com.



ClassDojo



Bramley Sunnyside Infant School

Bramley Sunnyside Infant School – Class Dojo User agreement.

Child's Name:

Class:

Names and mobile number of Parents/Carers using Class Dojo

Name	Mobile number

I /we agree to joining the Class Dojo App and the terms of use listed above. (Please note that a maximum of two accounts can be made)

Signed (by both parties if 2 users)

Signed: _____

Print Name - _____

Relationship to Child: _____

Date: _____

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.....

Signed: _____

Print Name: _____

Relationship to Child: _____

Date- _____

Please return this completed form to school (as part of your completed admission pack). Thank You.

