



Dear parents and carers,

### Class Dojo guidance for parents

This week, your class teachers will have informed you that we have started to roll out Class Dojo to all year groups, from EYFS through to Year Six. Therefore, it is really important that you check your email inboxes regularly, so that you and your child can access their QR code, in order to access tasks that are set by your child's teacher - if they haven't done so already. The email will be sent from a PFFA Year group email address. Therefore, if you are having trouble setting your child up on Class Dojo, you can respond to the email address, and the teacher will be able to assist you in setting up the account.

When you are connected, Class Dojo will give you and your child access to communicate with your child's class teacher. It is really important that your child checks in and completes their work on a daily basis, starting from **Monday 20<sup>th</sup> April**, so that they do not miss set tasks or activities to engage with, through the 'Class Story' or 'Portfolio' tab. **Work will be set by 8:30am Monday-Friday.**

As parents, you may have questions that you wish to ask your child's teacher, and you can ask these through the 'Messages' tab. **However, it is very important that you only ask questions or message the teacher between 8:30am and 9:30am and 3:00pm and 4:00pm, between Monday and Friday.** The class teacher will provide feedback to your child, as regularly as possible, throughout the day. Your child will receive a notification when they receive feedback, through their Class Dojo app or when they next log on to Class Dojo.

Hopefully, this will be an excellent way to bring quality-first virtual teaching to your front doors, but, if you are having any difficulties, please get in touch with the teachers, through their year group email addresses, and they will be in touch to support you, as soon as possible.

### Getting your child onto Class Dojo:

In order to get your child on to Class Dojo, you will need to do the following:

1. Log into your email account that you have provided your child's teacher with.
2. Open up the email invitation from Class Dojo that will have arrived in your email inbox. If it has not arrived in your inbox, check your 'junk folder' to see if it has gone into there. Below is a copy of the email that will be sent from your child's class teacher. It will read as follows:

*Hello,*

*Please see attached the URL link to connect your child to Class Dojo where your child can connect with **their year group** teaching team. It is vital that your child logs on, because this is where the teachers will be posting future work for your child. We will also be inviting you as parents as well.*

**UNIQUE LINK WILL BE POSTED IN THIS GAP**

*Please respond to this email address, if you have any difficulty logging your child on.*

**YOUR TEACHER'S NAME**

3. Copy and paste the 'Unique Link' into a new browser.
4. Ask your child to scan the QR code with their device.
5. If your child does not have a device to scan the QR code or, if you do not receive the email from the class teacher, please email one of the following email addresses, depending on which year group your child is in:

EYFS: [PFPA-YEARR@placefarm.org.uk](mailto:PFPA-YEARR@placefarm.org.uk)

Year 1: [PFPA-YEAR1@placefarm.org.uk](mailto:PFPA-YEAR1@placefarm.org.uk)

Year 2: [PFPA-YEAR2@placefarm.org.uk](mailto:PFPA-YEAR2@placefarm.org.uk)

Year 3: [PFPA-YEAR3@placefarm.org.uk](mailto:PFPA-YEAR3@placefarm.org.uk)

Year 4: [PFPA-YEAR4@placefarm.org.uk](mailto:PFPA-YEAR4@placefarm.org.uk)

Year 5: [PFPA-YEAR5@placefarm.org.uk](mailto:PFPA-YEAR5@placefarm.org.uk)

Year 6: [PFPA-YEAR6@placefarm.org.uk](mailto:PFPA-YEAR6@placefarm.org.uk)

### **Getting you connected:**

**Now that your child has been invited to Class Dojo, you, as parents, need to get connected.**

1. Go back into your emails and open up the second email invitation that you have received from 'Class Dojo'. **This may well be in your junk folder, as it comes from Class Dojo.**
2. Click on the link, and it will connect you to your child's account.
3. If you are having trouble connecting, please email the year group email address, and ask the teacher to provide you with your personal code. You can then type this code in to the 'Class Dojo' app, and it will connect you with your child.

### **'Class Story':**

1. When you are connected, click on the 'Class Story' tab on 'Class Dojo'.
2. A message should have been written welcoming you to 'Class Dojo'. You are welcome to 'like' or comment on the message if you would like to. It should read as the message shows below:

*Hello parents and carers,*

*A very warm welcome to you all, as you join our Year **Six** Class Dojo account.*

*Moving forward, we will be posting files, tasks, recordings, lessons and events on here for you and your children to access and to complete.*

*Please encourage your children to check in on their Dojo account in the morning - every day between Monday to Friday - to see what they need to do for the day.*

*We welcome feedback, but we will be available to respond to you between 8:30-9:30am and 2:00-3:00pm - Monday to Friday. However, we will regularly respond to the children's contributions throughout the course of the day and will provide feedback, so that we look at their posts and work they are completing.*

*Speak soon,*

**Mr Wade**

3. 'Class Story' is where the work will be posted for you and your child on a daily basis. Please ensure that you and your child check the 'Class Story' tab on a daily basis. Work will be posted by your child's class teacher, by 8:30am, starting on Monday 20<sup>th</sup> April 2020.
4. If you have any problems opening the work on a device or, if there is an error in opening the file, please message the teacher through the 'Messages' tab.

### **'Messages' on Class Dojo:**

Class Dojo will give you the facility to communicate with the class teacher. It is really important that you communicate with the class teacher, if you have a concern, or if there is a problem with accessing the work for your child. You may also message the teacher regarding the level of challenge the work is pitched at for your child too. **However, it is really important that you only ask questions or message the teacher between 8:30 - 9:30am and 2:00- 3:00pm Monday to Friday.** The class teacher will do their best to respond to your query as quickly as possible.

### **Pupil confidentiality:**

Pupil confidentiality is another incredibly important issue. Please rest assured that whatever is posted by your child, on Class Dojo, can only be seen by the class teacher and not by other pupils. Additionally, each of the children are given an avatar, so their faces are not visible on the account. However, it is vital that you check in to see what your child is posting or uploading on a regular basis, to check on their progress and to check that their post is credible.

### **Awarding stickers and points to your children:**

Awarding stickers and points to your child is an excellent way for your child's teacher to reward them for completing a task: please look out for these and praise your child. Your teacher may experiment with other rewards as well, to show your child that they are doing a fantastic job.

### **Feeding back to pupils:**

Your child will receive either a short-written comment or a 'like' when they have submitted something on to 'Class Dojo'. The class teacher will praise their work and contribution and then give them a realistic next step to consider for next time. This will motivate your child and encourage them to do better next time. Your child can then respond by writing a new post to their teacher.

### **Inappropriate comments and contributions:**

Class Dojo should be wholly embraced by you and your child. If a comment is deemed inappropriate, or if your child does not correspond correctly, in the first instance, the class teacher will respond to your child directly, saying this is not appropriate and 'disapprove' their post by sending it back as a 're-draft'. The class teacher will ensure that they message you directly, informing you of the reason the post has been rejected. If this continues, the class teacher will stop communication with your child, and phone you directly, to explain what your child has done and reiterate that this is not acceptable behaviour.

### **Uploading work for pupils and parents to access:**

Files and resources for you and your child to access will be uploaded by 8:30am (Monday-Friday) on to Class Dojo. **The first day work will be uploaded is on Monday 20<sup>th</sup> April.** By uploading work daily, it will ensure that resources can be tweaked, if your child is struggling or finding work too easy. However, on a Monday morning, an overview for the week will be uploaded ensuring that you, as parents, and your child, know what to expect each day.

**Any questions or problems:**

I understand this is a new way of working and teaching, so there may be problems along the way. Please email your class teacher, if you are having trouble, and they will do what they can to assist you.

We look forward to getting you and your child connected and to working together successfully, through virtual teaching and learning on Class Dojo.

Yours sincerely,

Mr Wade 😊