



# Whittington CE (VA) Primary School

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## Class Dojo

Dear Parent,

As you will all know, Class Dojo is one of the tools that school uses to communicate with parents. Sharing photos of children's learning, providing reminders about school life and exchanging messages with parents are all features that we enjoy. I hope you'll agree that it's a positive feature of our means of communication.

This letter provides a reminder of the terms of use for Class Dojo:

- Messaging is to be used, by staff and parents, for simple non-urgent communication  
*e.g. collection by a different adult, reporting of absences to school office, positive news, questions about timetables.*
- More substantial queries or concerns should be addressed in person or through a phone call if this is not possible. Staff have been instructed to arrange these discussions rather than to engage in message exchanges.
- Staff will check messages daily, and will aim to respond as soon as they can, but they will not be required to check messages throughout the day when teaching. Any urgent messages should be reported to the school office via phone call.
- Working times on Class Dojo are 7:30am – 5pm. Staff will not post or message outside of these hours and we ask that parents limit their communication on the platform to these times where possible. This helps to protect the work-life balance of staff.

Many thanks for your continued support.

Mr Carl Rogers

**Executive Headteacher**

