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Dear Parents/Carers

Class Dojo – information for parents/carers

We are delighted that so many members of our school community have signed up for Class Dojo and use it to view children's achievements, class and school stories and to communicate with class teachers. We have nearly 350 parents and carers signed up and using and the number is increasing daily!

Because we are using this communication tool so widely, we thought it might be a good idea to set out some guidelines for use:

Reporting absences and urgent messages:

We cannot guarantee that teachers will have the opportunity to check Dojo at certain times so please do not use the Dojo to report child absences from school. The procedure should always be to telephone the school office and leave a message.

Similarly, if your child has different collection arrangements after school, please telephone the office.

Behaviour system:

We will continue to notify parents via Dojo if a child has been given a Yellow card for behaviour under our new behaviour system to ensure that the information is received; however, if you have any concerns or wish to discuss this further, we would ask that you telephone the school and ask to speak to the class teacher rather than send a message back via Dojo.

Availability of staff

Teachers will endeavour to respond to a Dojo message within 24 hours of receiving it but all staff have their Class Dojo apps set to "Quiet hours" which means they will not receive messages after 5.00pm or before 8.00am and not at all at weekends.

We hope that this clarifies a few matters – we love using Dojo to let you know about what is happening in our school and look forward to continuing and expanding our class and school stories so you can keep in touch with what is happening. Please do not hesitate to contact your child's teacher if you need any further information.

Ludlow Primary School Teaching and Learning Staff