

## Guidelines

For Class Dojo to work effectively we want to ensure that everyone is kept safe, and that this platform is used as a tool for positive sharing.

Therefore, it is important that guidance for staff and parents is set so everyone is clear on how this will be used. Here are some points below to help ensure this works smoothly:

1. Quiet hours are set between 4.30pm – 8am weekdays and all weekend. This means that no messages will be replied to during these times (unless a staff member takes advice and feels it is an emergency)
2. All messages and comments must be professional and not contain any language that could be considered abusive, racist or discriminatory.
3. This platform is to celebrate your children and communicate with you regarding school events/news.
4. All photos remain the property of Bournville School and **MUST NOT** be shared on any other media platform.

If any of the above guidance is found to be broken, membership to class dojo will be stopped immediately due to safeguarding reasons.

If you **DO NOT** wish your child to be photographed and photos placed on class dojo, then please speak to your child's teacher or send them a message so they know. You can still have access to and use dojo but you won't see any photos of your child. You can always change your mind at any point and let us know via the message service on the app.

We hope you enjoy seeing all the things your children are learning and it promotes some good discussions round the dinner table in the evenings 😊.

# Class Dojo User Guide



**Bournville School Primary**



We use Class Dojo as a way of helping communication with parents regarding things happening in school. We want this to be a platform that shows you all the things your children are learning and achieving as well as a way of sharing events and news. As parents, you will only be able to see your child's class. There is also a school page for sharing information when relevant to whole school e.g. information regarding sports day.

### **How to sign up**

You will receive an invite via your mobile phone. When you click on the link, you will need to sign up and then you will be able to see your child's class page. This page is only able to be viewed by invitation only and cannot be accessed by anyone else other than school staff and parents of children in your child's class. No payment is needed so ignore messages to sign up for the paid option.

If you need any help with setting this up, please click on this link and it will take you to the class dojo helpdesk:

[For families – ClassDojo Helpdesk \(zendesk.com\)](#)

If all else fails, speak to your child's class teacher who may be able to help.

### **How to use**

Class dojo is like a secure, private Facebook page, just for your child's class. It will be used to share learning in the classroom with you, celebrate successes and send reminders. There is also a private messaging tool you can use to send your child's class teacher a message. You can also send photos to the class teacher of anything exciting or interesting you do at home, so your child is able to share this with the class too.

We will also attach letters to class dojo so you will be able to receive letters and have access to them electronically freeing up space on your fridge at home 😊. We will also use this as the main communication tool with parents so communication books will no longer be in use. This may take a few weeks to organise to ensure we have everything in place across the whole school.

You can sign up to more than one class if you have more than one child in the school. To help you do this please click the link below:

[Adding Multiple Students or Classes to a Parent Account – ClassDojo Helpdesk \(zendesk.com\)](#)

### **Translation**

Messages and posts can be translated on class dojo. To do this, your phone must be set to your desired language (e.g. Arabic). Then to translate, please see below:

#### **To Set An Account Language (via a Parent Account):**

1. Click on your name in the upper right corner of the page
2. Select "Account Settings"
3. Under "Language preference," select your desired language
4. Click the blue "Save changes" button

When a post is placed on dojo, you should then see a translation button which will convert the post into your chosen language.

