# https://teach-static.classdojo.com/37dcac3086e745a3d095.pngBishop Sutton and Stanton Drew

Protocols for use of ClassDojo

Staff are always available at the start and end of the school day for the exchange of any essential information. We use ClassDojo to enable parents who are not able to attend school in person to have a means of communication with their child’s teacher.

These protocols are designed to assist parents and teachers in the use of Dojo as an informal communication tool in our Federation. They define appropriate and inappropriate use so that it contributes to a shared understanding of how we communicate.

What it will be used for:

* ClassDojo will be used as the primary method of communication between home and the class teacher regarding matters of pupil learning
* Homework queries
* General requests from the teacher - i.e. requesting parental help with a trip
* Communicating what is being learned in class, including pictures of learning and significant events
* Notification of missing items – i.e. water bottles, hats etc.

What it is not used for:

* Notification of absences, early collection or changes to collection arrangements – please either phone or email the school office. Please note, changes to collection arrangements can be made face-to-face at morning drop-off
* Enquiries about behaviour incidents or complaints – again, please either phone or email the school office in the first instance (unless you are able to speak the teacher directly)
* Urgent matters – please direct these via the school office

Please note:

* Teachers will check their messages and respond during the normal working day 8.30-4.30 Monday to Friday. Any communication outside of these hours is at the individual teacher’s discretion
* Teachers cannot respond during direct teaching time but may choose to respond during PPA time and non-teaching sessions during the day
* Parents can expect a response within 2 working days
* It is expected that all communication will be positive, polite and professional