

Leverton Church of England Academy

Main Street, North Leverton, Retford, Nottinghamshire, DN22 0AD

Email: office@levertonacademy.co.uk Tel: 01427 880470



22nd January 2019

Dear Parents/Carers,

Class Dojo continues to be a fantastic sharing platform between home and school. This tool has become very popular and we now have over 100 family members connected to the school's dojo site. As this forum is now being used well throughout school, we feel it necessary to outline a few guidelines about using the site from the school perspective as well as the parent perspective. We remind parents to be respectful of the guidance when contacting teachers, the message service is not a platform for complaints. If the messaging service continues to be misused, it will be withdrawn. As a school we will not tolerate messages written in a disrespectful manner, our staff work incredibly hard for the benefit of your children and should be contacted in a respectful manner.

School's commitment to using Dojo:

- We will use the 'School office' account to keep you informed of any messages that need communicating to parents such as clubs, events and dinner matters
- Each class will post 1 story a week related to some learning the children have been taking part in
- Sometimes we will share some exceptional work through a child's individual story
- We will do our best to respond to comments made on posts within an appropriate time scale, however, it is important to note that posts do not always come through to school as quickly as we would like and we are unable to keep a watch on the site throughout the day. If you require a timely response, you should contact the school by telephone.
- We have the right to remove any comments or users who do not comply with the guidelines set out by school

Parent's commitment to using Dojo:

- We expect parents to let us know of any difficulties they have with accessing the site for us to investigate
- Keep school up to date with permissions for children's photos to be used with the class dojo site
- Complaints are only to be made in person via the office, class teacher or Head teacher
- **Parents must phone the school office on each day your child is ill** – messages through dojo are not the appropriate way to communicate this as we cannot guarantee when they are read.
- Be mindful that any private messages to staff may not be responded to immediately. Messages can be sent at any time but teachers are not expected to respond **outside of their working hours**. Messages sent after 5.30pm will be responded to as soon as possible within the stated working hours, messages sent over the weekend will not be responded to until Monday. Therefore, we ask that if it is an urgent message you contact the school office. (Quiet times will be displayed in the message settings to let you know when a teacher is unlikely to respond)
- **Keep passcodes for your child confidential** and only share with your trusted family members

We thank you for your continued support, if you have any questions please do not hesitate to contact me.

Yours Sincerely

Miss R Chadwick
Headteacher



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