



# TEACHER AND PARENT USER AGREEMENT CLASS DOJO



## QUIET HOURS

We have now put in place quiet hours to protect our staff well-being and workload. These will take place between 5pm-8am. Please be respectful of these hours where possible. You will still be able to send messages but notifications will not come through to staff.



## SCHOOL DEVICES ONLY

Staff will only have the Class Dojo app downloaded on their school tablet or access it via their school laptop.



## TERM TIME

Our main focus will be to use Class Dojo to report to parents on their child's learning. Staff will not post on their class page or respond to messages during holidays. The Headteacher may send a message if communication is urgent.



## MESSAGING TURNED OFF

Following demands, Class Dojo have now implemented a blocking feature, whereby parents who are unable to adhere to communication rules can be removed from the messaging service for future use. As a last resort, we will use this feature should we need, to protect our staff workload and well-being.



## ACCEPTABLE COMMUNICATION

Class Dojo can be a useful tool for communication, however, some topics are not suitable for a messaging service for example reporting friendship issues. Please refer to our Class Dojo policy for acceptable and unacceptable communication under the parent section. To report a child absence, sickness, medicine, school dinners or afterschool / breakfast club enquiry then this will need to be emailed to the school office via [enquiries@](mailto:enquiries@marshlaneprimaryschool.co.uk)

**Following these steps  
can help promote a  
health and sustainable  
two-way  
communication  
process between  
parents and staff at  
Marsh Lane Primary  
School.**





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## ACCEPTABLE COMMUNICATION



- To arrange a face-to-face meeting with your child's class teacher.
- To ask a question about homework e.g. spellings.
- To tell the class teacher about an achievement of your child so we can celebrate the success in school.
- To inform the class-teacher that somebody different is collecting a child from school. This should also be sent to the School Office.
- To enquire about further information about an event at school or school trip.

## UNACCEPTABLE COMMUNICATION



- To report friendship issues or a disagreement between children.
- To report a safeguarding concern.
- To report a bullying concern.
- To make a complaint.
- To report a child absence or sickness. This includes administration of medicines.
- To enquire about after school clubs or breakfast clubs.
- Urgent requests/ communication.
- School Uniform/ PE Kits

Instead email [enquiries@marshlane.derbyshire.sch.uk](mailto:enquiries@marshlane.derbyshire.sch.uk)  
or phone the school office on 01246 432701