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 @2gatesprimary

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### Class Dojo

Dear Parents

Thank you for accessing Class Dojo for your child. Here is some information about how we are using Class Dojo:

On Class Dojo you will be able to access information from school, some homework activities and communications from school. You will also be able to send messages to your child's class teacher.

Most homework will be sent home on paper this half term. In September, we will continue to use Class Dojo to communicate with you but will be setting up 'Showbie' for your child's homework. More details to follow.

You will be able to communicate with your child's teacher about school events, their homework or add a comment, query or question you may have. You may like to communicate general pieces of information about your child that you feel the teacher needs to know. You're also welcome to speak to staff at the end of the school day or to call or visit the school office instead.

Please note, Class Dojo is asking parents to upgrade their app at a cost; there is no expectation from school for parents to do this.

Please note the following important information:

- Class Dojo should not be used for any urgent communication with the class teacher. Anything that we need to know that day or that is sensitive or personal in nature should be communicated to the school office – please call or visit.
- Class Dojo is monitored weekly not daily. The class teacher will respond and approve posts as soon as they can.
- Class Dojo is not monitored after 6pm.
- All absences need to be reported to the school office in the usual manner.

Remember – we have an open door policy and even if we not available to speak to you immediately as we may be teaching, we will always be happy for you to arrange to speak to us by making arranging a time with the school office.

Below you will find guidance on how to access Class Dojo. If you need any further help in accessing or using Dojo, please do not hesitate to call the school office.

Kind Regards,

Two Gates Staff

## ClassDojo Messaging Overview for Parents

ClassDojo Messaging helps teachers and parents safely and privately communicate with each other in real time. ClassDojo's messaging feature is similar to Facebook Messaging. As long as you have internet access, you can use ClassDojo Messaging!

### How to turn on ClassDojo Messaging

Messaging is already a part of your ClassDojo Parent Account. You can access it from your ClassDojo iOS or Android app, or by logging in from the web. On the website and apps you'll see a "Messages" tab where you can select a teacher, then view and compose messages.

### When I respond to a teacher, is it private?

All messages sent by parents on ClassDojo Messaging can only be viewed by the teacher. No other parent (even your child's other parent or guardians) can view your messages.

## What should I send and not send via ClassDojo Messaging?

Please send:

1. Any comments about how your child is getting on with their homework.
2. Any general questions or queries about homework, schoolwork or general non-urgent information about home or school.
3. Information that we can celebrate in school; events you have taken part in, clubs, visits or achievements outside of school etc.

Please **do not** send:

1. Messages about absence (please ring the school office).
2. Messages about illness, medication or any personal information (please ring the school office).
3. Messages about anything urgent that the teacher needs to know in less than a week (please ring the school office).

### Obtaining a Full Messaging History:

In order to make room for incoming messages, you'll notice that older messages will disappear. These messages are not being deleted, they are being archived within the teacher's account. If you'd like a full messaging history, you'll need to ask your teacher to print one for you.

## How Do I Set-Up My child's Account?

In order to set up from the website, iOS or Android, you'll need to have a student code for your child. This is a 7-9 digit code that starts with an "S." If you don't have this code, please ask the school office for it. Once you have your student code, you can get started.

### From the Web:

1. Navigate to [www.classdojo.com](http://www.classdojo.com)
2. Click on "Sign Up" and select "Student" from the pop up
3. Click on "I don't have a QR code"
4. Create a username, select your age, and create a password (write down the username and password as these will be used to login later)
5. Click on "Add a Class" and enter the student code



6. Enter your student code and your parent email (email will be used to send you an email to verify your student's account)

Once your student's account has been created, you'll need to give your permission for the account.

1. Log into your parent account at <https://home.classdojo.com>
2. Click on the "Your Kids" button
3. Click on the student's name from the left side of the screen
4. Click on the "Confirm Account" button on the right

### **From iOS**

1. Open the app and select "I'm a Student" Note: If you're logged in as a parent, log out, then tap the "+" icon, then select "I'm a Student."
2. Tap on "I Don't Have a Code"
3. Enter the student code your teacher gave you and tap "Check Code"
4. Enter your student's birthday
5. Create a username and tap "Next"
6. Create a password and tap "Next" 4
7. Your student can now design their avatar Monster, or tap "Continue" to bypass. Students can modify their avatar at any time.
8. Enter your parent email and tap "Finish."

This email will be used to provide your student with permission to have an active account with ClassDojo.

Once your student's account has been created, you'll need to give your permission for the account.

1. Log into your parent account at <https://home.classdojo.com>
2. Click on the "Your Kids" button
3. Click on the student's name from the left side of the screen
4. Click on the "Confirm Account" button on the right

### **From Android**

1. Open the app and select "I'm a Student" Note: If you're logged in as a parent, log out, then tap the "+" icon, then select "I'm a Student."
2. Tap on "I Don't Have a Code"
3. Enter the student code your teacher gave you and tap "Check Code"
4. Create a username and password, and set your age (Be sure to write down the username and password as this will be used to login later)
5. Enter your parent email and tap "Invite." This email will be used to provide your student with permission to have an active account with ClassDojo.

Once your student's account has been created, you'll need to give your permission for the account.

1. Log into your parent account at <https://home.classdojo.com>
2. Click on the "Your Kids" button
3. Click on the student's name from the left side of the screen
4. Click on the "Confirm Account" button on the right.