



Class Dojo Messaging Protocol



WHEN TO USE CLASS DOJO

Parents can use Class Dojo to message teachers for anything that **requires a quick response**. Here are some examples:

- If you want to share something positive from home or congratulate your child on something they have done in school.
- To let your child's teacher know any points to note about your child's welfare (eg: *Yasmin is feeling a bit under the weather today.*)
- If you have a small query or would like to find out something simple (eg *Does Jakub need to bring in a change of clothes tomorrow for the class party?*)
- Do message your child's teacher on Class Dojo if your child has any minor worries about their learning, for example:
 - *Sam didn't quite understand fractions today; could you speak to him about it please?*
 - *Natalia thinks she has lost her reading diary in school, could you help her find it please?*

WHEN NOT TO USE CLASS DOJO

- Please email the school office on sbps_office@swale.at with any of the following:
 - To notify us of absences, illness or changes to pick up arrangements.
 - Any query of a serious or urgent nature.
 - Any query that requires a more in depth conversation/response.
- Please do not send photographs using Class Dojo.

OTHER POINTS TO NOTE

- If your query requires a response, teachers will endeavour to get back to you within 2 working days.
- During the school day, teachers will focus on teaching their classes. Whilst every effort will be made to reply or acknowledge messages, this may not always be possible. Thank you for being patient.
- Please do not expect a reply to any messages sent during evenings, school holidays or at weekends.