

Caldecote Community Primary School



Class Dojo: Parents' Guide

Mission Statement

“Learning Together, Achieving Together”

Reviewed by: SLT, September 2020

Ratified by Governing Body

Dated:- January 2023

Class Dojo Guide for Parents

Introduction: what is Class Dojo?

Class Dojo is an online learning platform, used across EYFS, Key Stage 1 and Key Stage 2 at Caldecote Community Primary School. Class Dojo is an interactive online portal that allows parents to see what their children have been doing in school and gives remote access to class learning and homework.

After parents have signed up, they will be able to access remote learning and homework through their child's Dojo "Portfolio" and also view updates on what is happening in their child's class through the "Class Story" Dojo feature.

Class Dojo also informs parents when their child is rewarded with Dojo points, which are given for completing learning through the Portfolio. Dojo Points encourage children to work hard and participate fully with learning and homework online.

Class Dojo Portfolios

"Portfolios" is the area of Class Dojo where children can find homework and online learning. They can upload content to their Class Dojo account through their 'portfolio', which can then be seen by their class teacher and is stored online in the secure cloud based area.

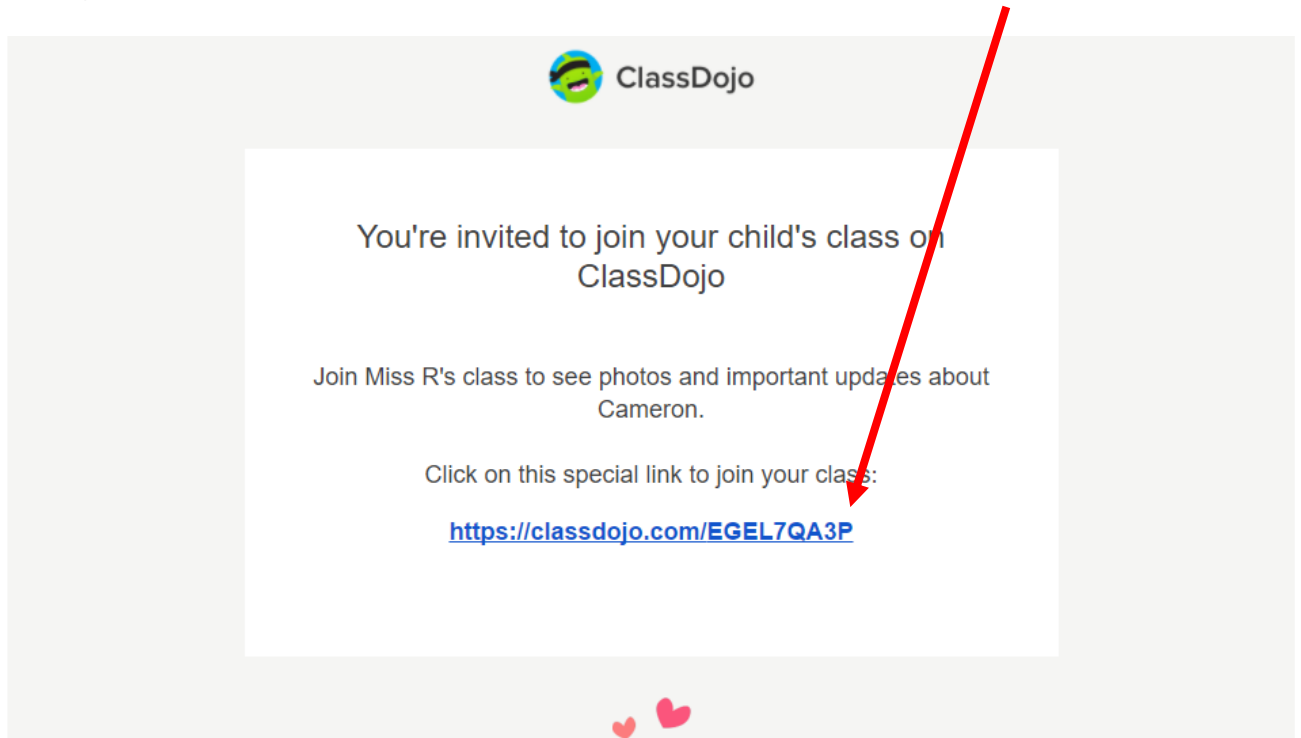
Each week, teachers will upload a homework activity for children to complete. Children can complete the activity and upload their work from home directly to their account using a mobile device or desktop computer.

Teachers also encourage children to use their Portfolio to store any other work they are proud of, whatever it may be, for example: a video of them reading a story or a photo of 3D model that has been made at home. The Portfolios can be used for anything school- or learning-based!

In the event of a lockdown, a temporary closure of a class, or if your child is unable to attend school temporarily, Class Dojo can also be used to provide online learning, so no child falls behind their peers. This will occur on an as-needed basis, in consultation with the head teacher.

How to sign up to Class Dojo as a parent

Class Dojo can be accessed through a tablet, mobile phone or desktop computer. To register for Class Dojo as a parent, click on the link in your email invite.



Click on the  button.


Enter your first and last name, email address and create a password.

Click  .

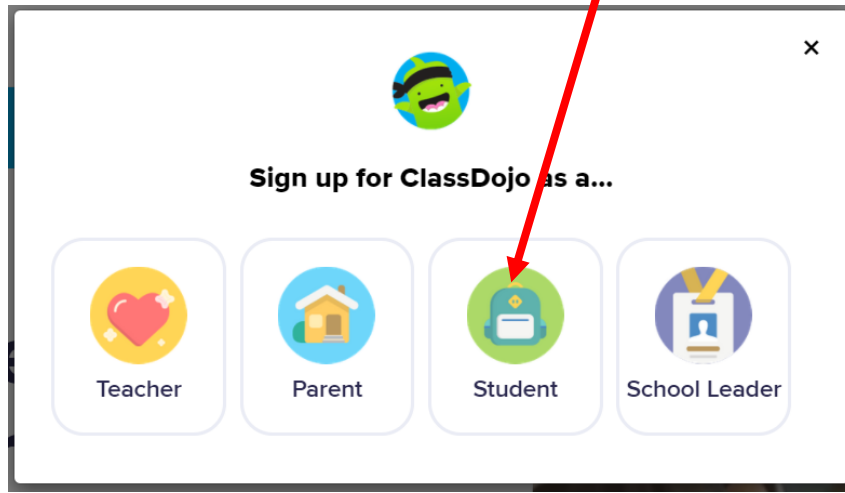
If you have any difficulties in signing up for your parent account, you can visit <https://classdojo.zendesk.com/hc/en-us/articles/205417305-Create-a-Parent-Account#web> for help.

How to sign up your child to Class Dojo

Class Dojo can be accessed through a tablet, mobile phone or desktop computer.

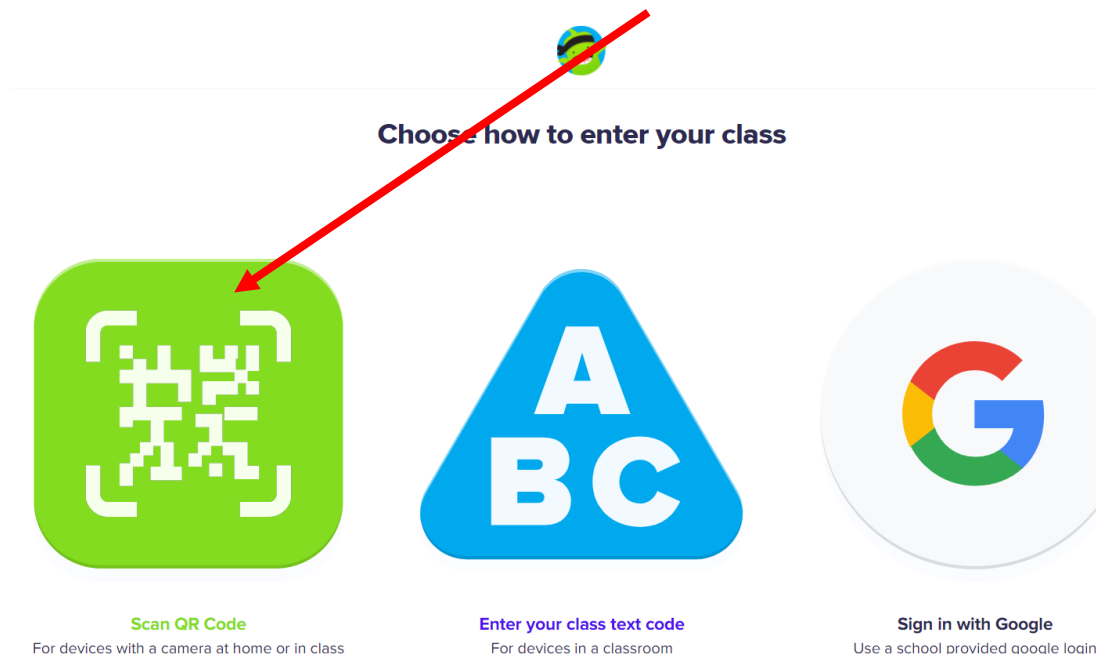
Visit <https://www.classdojo.com/> and click on  in the top left.

Select who is signing up (e.g. for a child, click Student).



Or visit dojo.me to download the app.

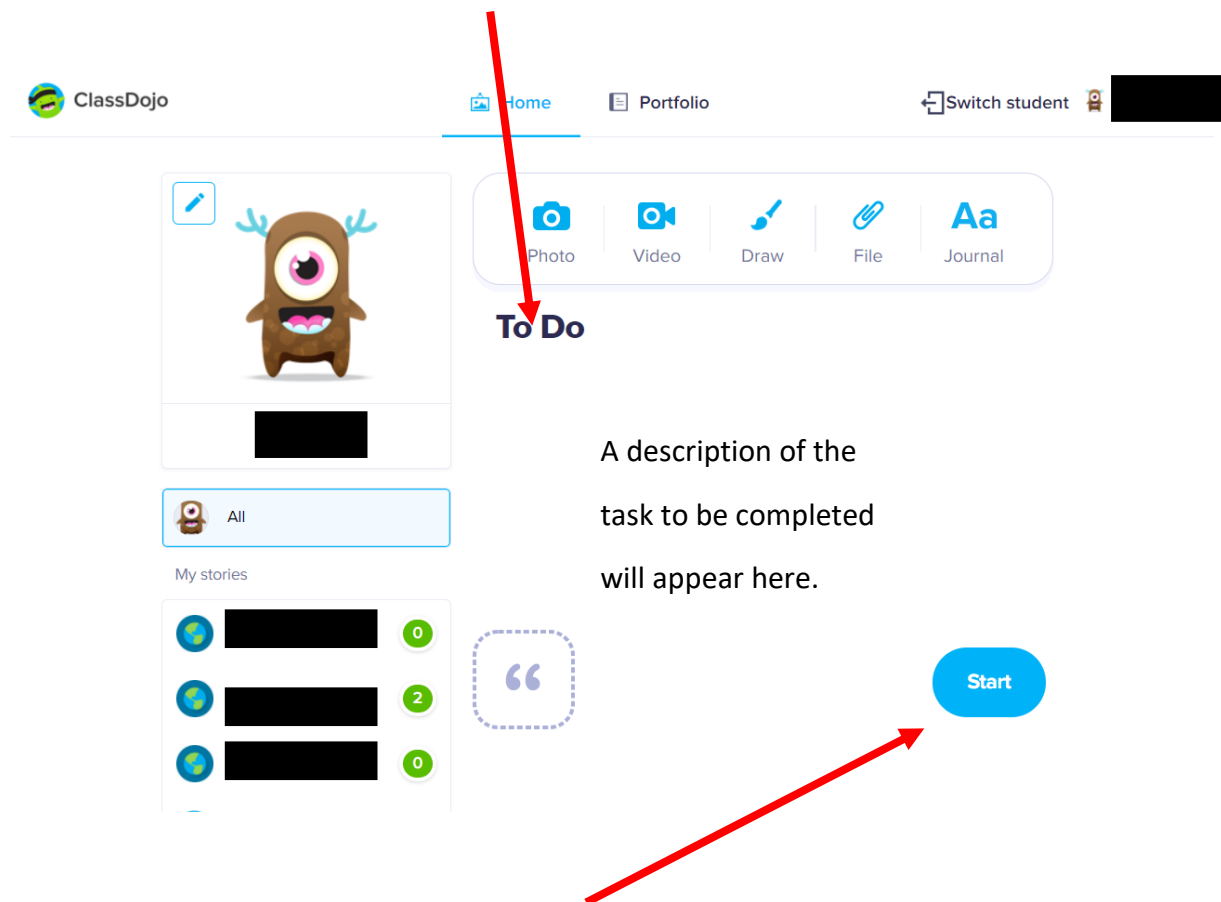
To sign your child up, select student and click on Scan QR code.



Scan the QR code your child has been given. You will automatically be taken in to your child's Dojo area, where they can see the tasks set for them in a To Do list. If your device cannot scan QR codes please speak to your child's class teacher, who can provide you with a log-in letter code instead.

Completing learning activities through Class Dojo

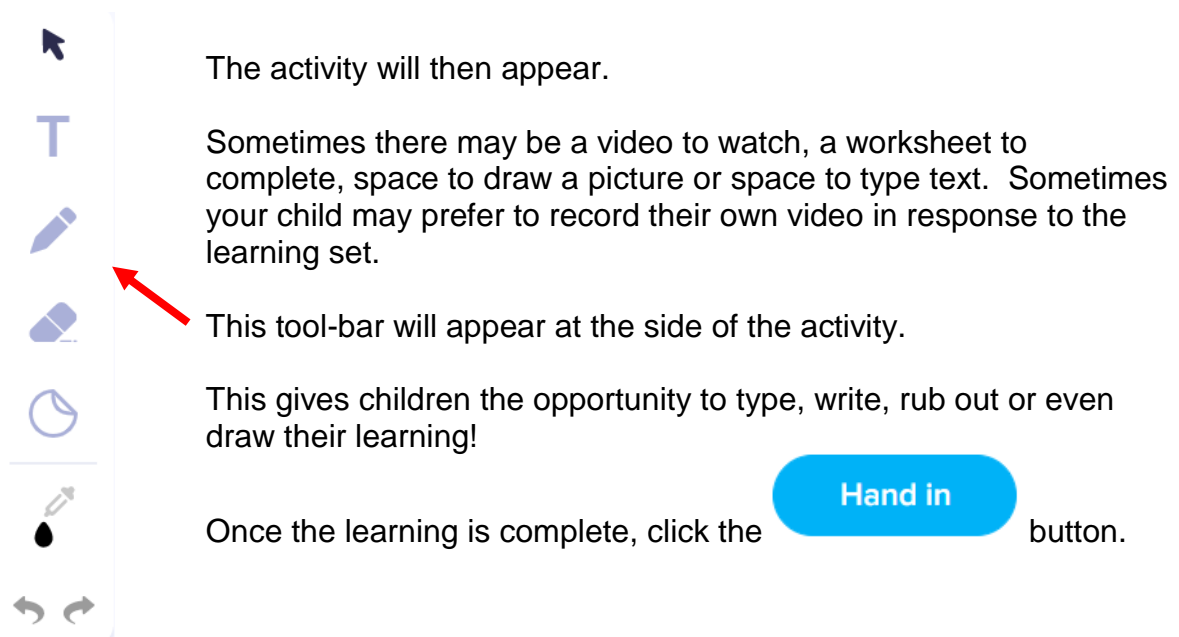
When your child logs in to Class Dojo, they will see a list of any activities they need to complete under the heading “To Do”.



The screenshot shows the Class Dojo interface. At the top, there is a navigation bar with 'ClassDojo', 'Home', 'Portfolio', and 'Switch student'. Below this, there is a profile card with a cartoon character and a 'To Do' section. The 'To Do' section contains a description of the task to be completed and a 'Start' button. A red arrow points from the 'To Do' heading to the 'Start' button.

A description of the task to be completed will appear here.

Choose the desired activity and click **Start** to begin.



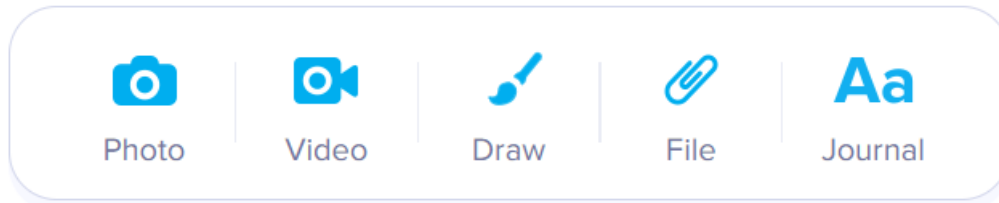
The screenshot shows a vertical toolbar with various icons. A red arrow points to the pencil icon. The text describes the activity and the toolbar.

- The activity will then appear.
- Sometimes there may be a video to watch, a worksheet to complete, space to draw a picture or space to type text. Sometimes your child may prefer to record their own video in response to the learning set.
- This tool-bar will appear at the side of the activity.
- This gives children the opportunity to type, write, rub out or even draw their learning!
- Once the learning is complete, click the **Hand in** button.

Adding any other home learning to the Portfolio

Using Class Dojo Portfolio you can upload any learning completed independently by your child, as well as completing the learning that has been set by the teacher.

Just click the toolbar at the top of your child's home page to upload their photos, videos, drawings, files or writing!



Messaging (parents only)

Messaging is another part of Class Dojo for parents. However, children do not have access to messaging services through Class Dojo.

Class Dojo Messaging helps teachers and parents safely and privately communicate with each other in real time. All messages sent by parents on Class Dojo Messaging can be viewed by the class teacher and school senior leadership. No other parent (even your child's other parent or guardians) can view your messages.

Parents and teachers can communicate with each other through messaging about class announcements, reminders, school events and class routines. Parents/carers should not use this messaging tool to enquire about the progress of their child on any level, but can use it to arrange a meeting with class teachers to discuss any questions they may have. Messaging through Dojo should not be used for sensitive or behavioural issues, absence, sickness, school dinner enquiries, complaints or urgent messages (e.g. collection of children). Further guidance on messaging is outlined in the school's Class Dojo Usage Policy.

Teachers endeavour to respond to messages within 48 hours, Monday to Friday.

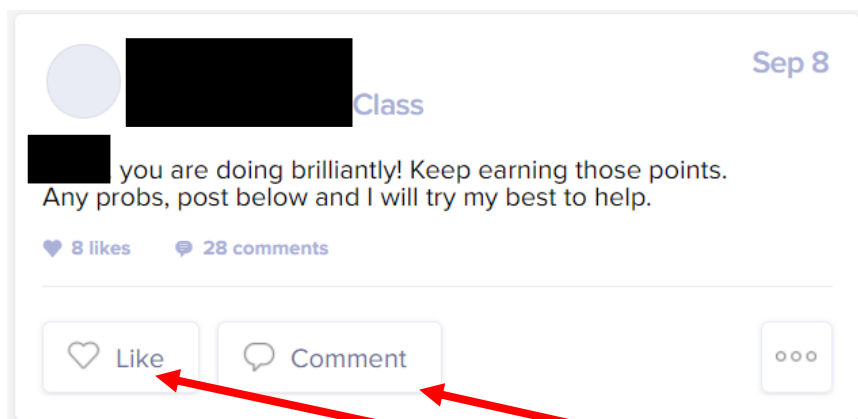
You can send a message to your child's class teacher by clicking on the messaging tab at the top of your Dojo account:



Class story

Parents and children are also able to view their child's class' "Class Story" area on their Dojo page. The "Class Story" feature is like the class' news feed and will be updated regularly by teachers with information on what the class have been learning.

The "Class Story" feature is a place where relevant updates and class messages can be posted.

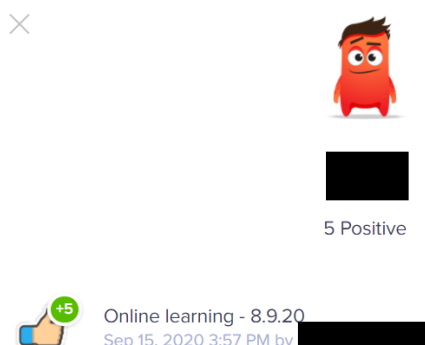


Parents and children are able to like and comment on messages posted in the class story. These posts are visible to all members of the classroom – so keep it positive and polite please (see the Class Dojo Usage Policy for further guidance).

Dojo Points

All learning completed through Class Dojo earns your child "Dojo Points".

To view your child's dojo points, click on their name and click View ___'s report.



For further guidance, please speak to your child's class teacher or visit

<https://classdojo.zendesk.com/hc/en-us/categories/200185365-For-parents>

Linked policies: Class Dojo Usage Policy