Parent's guide: Using Class Dojo at Walter Halls Primary School

What is Class Dojo?

Class Dojo is a free, web-based resource that allows schools and families to connect together: share photos, videos and important information about learning; celebrate children's successes; and allow parents/carers to communicate day-to-day in a secure, online environment. Class Dojo can be downloaded as an app on iOS, android, Kindle Fire and it can also be accessed on any computer or laptop.

What does Class Dojo look like?

Class Dojo is very similar to other social media websites. It has a whole school news feed and each class will also have their own learning page. Children will be able to access their own learning every day on Class Dojo too.

How do I set up my account and link it to my child's profile?

Before you are able to see your child(ren)'s profile, you will need to set up your own account as a parent. Once you have done that, you can add a child to your account using their own, personalised code (a separate guide to this has been attached to this letter). Don't worry if you have more than one child who attends Walter Halls, you can link multiple children to your account (using their own code). Please remember, Class Dojo is a free website. If it does ask you to upgrade your membership, please note you do not need to do this in order to use it with Walter Halls.

How can I contact my child's teacher?

Class Dojo offers a safe and private messaging system between parents/carers and teachers. Reasons you may want to use Dojo to message a teacher are:

- To share something positive from home or congratulate your child on something they have done in school
- If you have a small query or would like to find out something simple related to their learning
- To ask the teacher if you can arrange a conversation on the phone
- If your child has any minor worries, for example: *my child struggled with fractions today.*

There will still be times when we kindly ask you contact the school office including:

- Reporting absence or illness
- Urgent or serious issues
- Changes to a child's normal collection routine

Teachers will always endeavour to respond as quickly as possible but please note, teacher's messaging systems will be set to 'quiet' during the hours of 5pm and 8am as well as at weekends. Whilst you will still be able to message at this time, class teachers won't be notified. If your message is urgent, then please contact the school office.

Guide to linking my child's profile to my account (computer instructions)

Step 1: Press add a child

Connect to a child

To see classroom updates you'll need to add a student connected to a classroom.

Add a child

Step 2: Select add child using a code

Add a child ✕

A
BC **Add child using code**
Connect with a parent code

Add child through a teacher
Find your child's teacher and school to connect

Step 3: Type in your child's code and press verify. This is individual to each pupil.

Connect to your child ✕

To connect to your kids' classroom, you'll need an invite from their teacher with a parent or class code.

Cancel   Verify code

Step 4: Your child's 'story' should then be visible. This is where you can see posts related to their class.

🏠 **All Stories**

Joe's story

Step 5: If you have more than one child attending Walter Halls, select 'Add a child' to add another sibling.

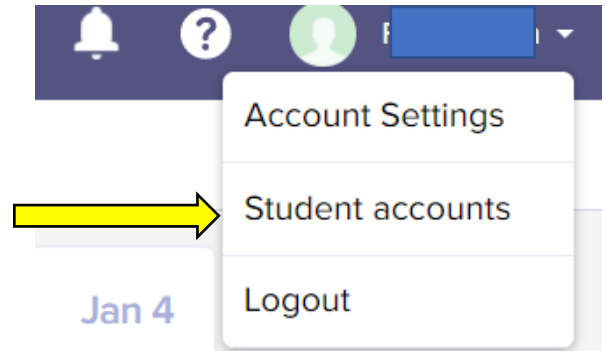🏠 **All Stories**

Joe's story

➕ **Add a child**

Guide to accessing my child's work (computer instructions)

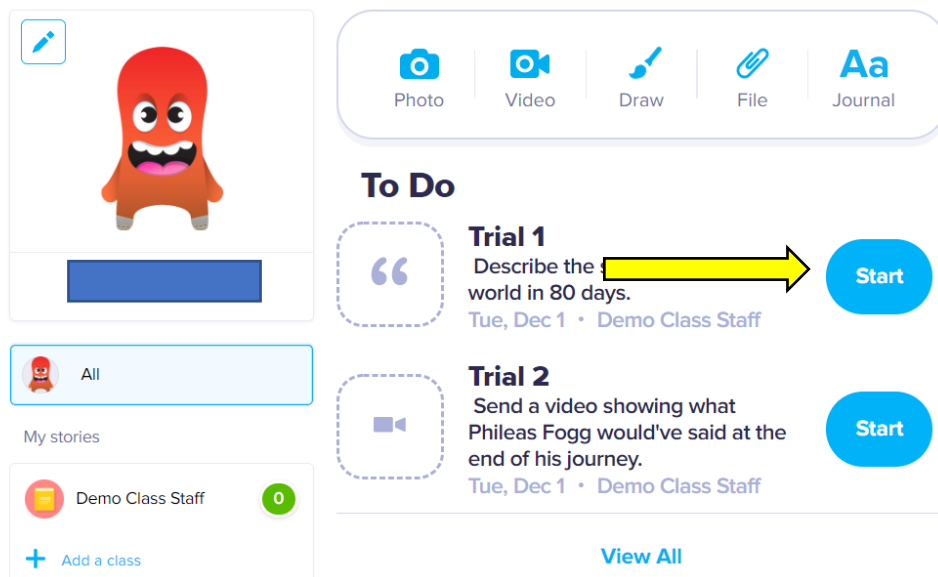Step 1: Click the little arrow in the top right corner, next to your name:
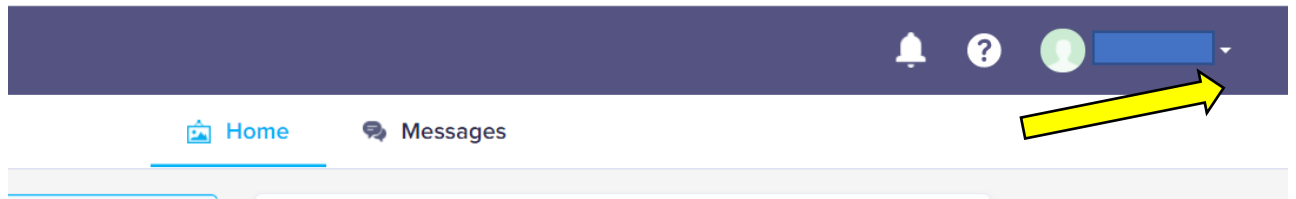
Step 2: Click 'student accounts'

Step 3: Choose the studen's profile you'd like to view

Step 4: Your child can select which learning they would like 'To Do' first and hand in.

When work is handed in, staff will be able to check the work and respond with a comment.
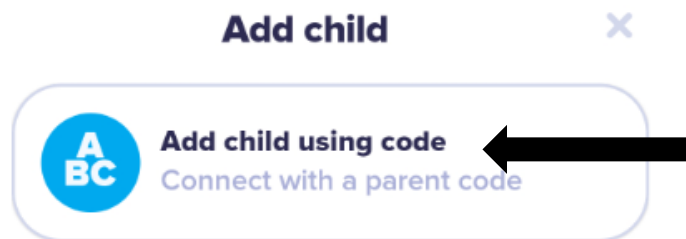
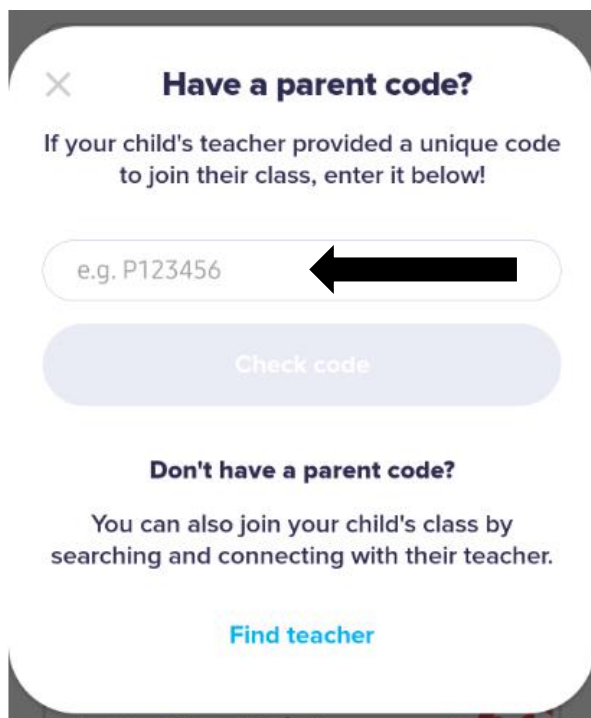# Guide to linking my child's profile to my account (phone instructions)

Step 1: Set up account using the app, then select 'kids'
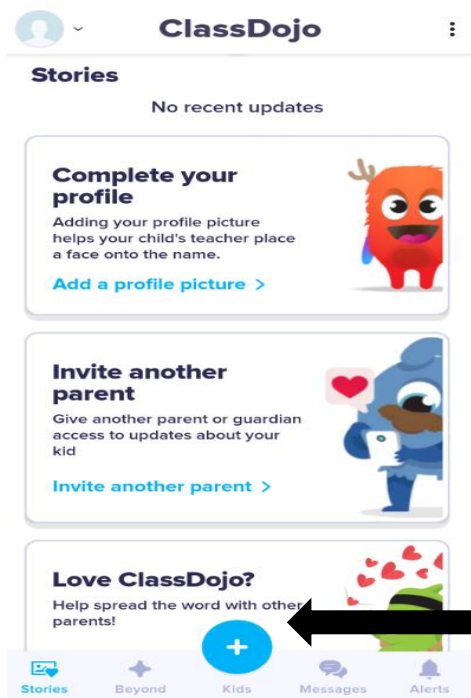
Step 2: Select add child using a code

Step 3: Type in your child's code and press check code. This is individual to each pupil.

Step 4: Your child's 'story' should then be visible. This is where you can see posts related to their class.
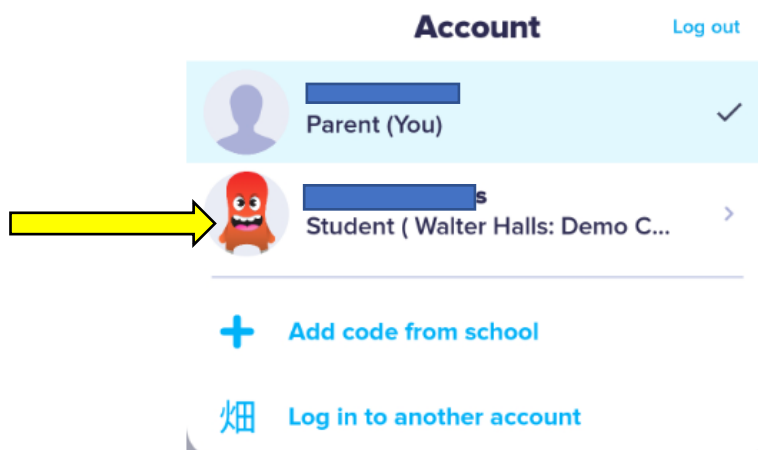
Step 5: If you have more than one child attending Walter Halls, repeat this process with a new code.

Guide to linking accessing my child's work (phone instructions)

Step 1: Click the arrow in the top left corner (or next a circle for a profile photo)

Step 2: Select the name of the child's account you would like to access.

Step 3: Click on the 'activities' button. This will display any home learning tasks assigned for your child to complete.