



Winslow Church of England School  
Lowndes Way  
Winslow  
Bucks MK18 3EN  
01296 712296  
office@winslow.bucks.sch.uk  
[www.winslow.bucks.sch.uk](http://www.winslow.bucks.sch.uk)

Headteacher: Mrs Samantha Dimpleby BA (Hons)

Friday 23<sup>rd</sup> September 2022

Dear Parents/ Carers,

We have reviewed the use of Class Dojo as a communication tool in line with our safeguarding procedures and attach the School's Class Dojo Policy. The information and protocols in this policy are designed to assist pupils, parents and teachers in the appropriate and acceptable use of Class Dojo at Winslow CE School.

I have outlined below the key roles and responsibilities when using Class Dojo for your information.

### Teacher's Roles

- To follow all safeguarding policies and staff code of conduct
- To award house points to children in their class
- To share weekly homework with children and parents
- To share home learning during periods of lockdown
- Display images in line with parental consent
- To use Class Dojo in a positive manner to celebrate learning
- To post images of learning in the classroom, school trips, residential visits, to share with parents
- To be aware of online safety in regard to images of pupils

### Parent/Carer's Roles

- To follow all safeguarding policies
- To use images to discuss with pupils about their learning
- Provide positive feedback for their child by commenting on, or liking, their work
- Parents and carers are not permitted to share images shared on Class Dojo via any form of social media
- To use the whole school communication system: telephone or email to inform the school of important information about pupils. Parents can also speak directly to class teachers at am and pm drop off times.

### What Class Dojo must not be used for:

- Replacement of absence notes: an email or ParentMail to the school office or telephone call is required
- Enquiries about classroom or playground incidents. These must be communicated with school in the usual way by speaking to your child's class teacher, via the school office on 01296 712296, or email [office@winslow.bucks.sch.uk](mailto:office@winslow.bucks.sch.uk)
- A replacement for a parent-teacher meeting
- Complaints; these must be communicated with school office in the usual way as stated above
- Communicating messages to the class teacher, including collection from school; these must go through the school office

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**Let your light shine**

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As outlined in the Class Dojo Policy, the messaging element will no longer be used during full school operation. Staff will no longer be replying to individual messages on Class Dojo. **The usual channel of communication with the school regarding absences, complaints and concerns is through the school office on 01296 712296 or email [office@winslow.bucks.sch.uk](mailto:office@winslow.bucks.sch.uk)**

Parents can also speak directly to class teachers before and after school at drop off/collection times. Class teachers will be happy to arrange mutually convenient meetings after school either face to face or via a telephone call if you need a longer consultation with them.

If you have any safeguarding concerns this must be brought to the immediate attention of the Headteacher (Mrs Samantha Dimbleby) or Designated Safeguarding Leads (Mrs Tracy Thomas and Mrs Katie Epps).

We are very keen to work in partnership with you as parents/ carers and thank you for your continued support.

Kind regards,

Mrs Samantha Dimbleby

Headteacher