KINGSHURST PRIMARY SCHOOL
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Headteacher: Miss Hunter

Class DOJO guidelines for Kingshurst Primary School – Parents and Carers

Dear Parents/ Carers,

We have utilised the Class DOJO platform since March to ensure we can communicate with parents successfully. This is something we would like to continue. We have put together some clear guidelines to ensure staff and our families know the expectations when communicating with each other. These are listed below for your information:

- Messaging hours will be between 8.30 am and 4pm. Messages sent after 4pm may not receive a reply until the next working day
- Any communication around safeguarding, attendance or serious concerns will not be discussed on DOJO
    - Staff will send a standard reply: *please call school to speak to the relevant member of staff about this. (The member of staff can be named.)*
- Other children will not be discussed on DOJO and names must not be mentioned
- Absence **must not** be reported on Class DOJO – parents/carers must call the school to report an absence
- DOJO points will be awarded. However, the quantity of these may vary depending on year group

Please adhere to the above so we can continue to use Class Dojo in a positive way.

Yours Sincerely,

Miss Hunter
Headteacher