




# FCVS ClassDojo Messaging – Parent Guide



<p><input checked="" type="checkbox"/> <b>What to use ClassDojo for:</b></p>  <ul style="list-style-type: none"><li>• Short, simple messages</li><li>• Quick updates or information</li><li>• Sharing achievements or photos</li><li>• Arranging meetings (date/time)</li></ul>	<p><b>Examples:</b></p> <ul style="list-style-type: none"><li>• “Letting you know Mum is away for a week with work in case behaviour is different.”</li><li>• “Please can we arrange a meeting after school one day this week?”</li></ul>
<p> Messages should be brief and only need a  or a simple reply.</p>	

<p><b>✗ What NOT to use ClassDojo for:</b></p>	
<p>Please contact the <b>school office</b> for:</p> <ul style="list-style-type: none"><li>• Absences or medical appointments</li><li>• Illness/sickness</li><li>• School dinner queries</li><li>• Concerns</li><li>• Urgent messages (e.g. change of collection)</li></ul>	<p><input type="radio"/> Do not use ClassDojo for:</p> <ul style="list-style-type: none"><li>• Behaviour or wellbeing concerns</li><li>• Progress or academic discussions</li><li>• Submitting homework</li></ul> <p>ClassDojo can be used to arrange a meeting or phone call to discuss these matters.</p>

## **Response Times**

- Messages can only be expected to be seen during working hours, but teachers will not be able to reply while they are teaching.
- Please allow **up to 3 days** if a response is needed (excluding weekends and in line with the teacher’s working days).

## **Important Notes**

- Messages are only seen by your child’s **class teacher**.
- Use the **school office** for contacting other staff.

## **Working Together**

ClassDojo is a positive communication tool so all messages must be polite and respectful. Following these expectations helps keep it helpful for everyone. Mis-use of ClassDojo will be addressed by the Senior Leadership Team.

**Thank you for your support!**