

GEORGETOWN PRIMARY COMMUNICATION POLICY



Communication Aims



To establish more effective communication links with parents.

To ensure parents are kept up to date with their child's learning.

To ensure parents and children have a 'voice' and the opportunity to participate in school events and ethos.

We believe that effective communication between home and school is essential in supporting children with their learning. As a result, we have the following technology to communicate from school to home.

Methods of Communication

	
<p>The School and Nursery uses a text message system to alert families to events such as an emergency closure, reminder of an events, absence checks, etc. This is done via a free communication app called Eduspot. Parents can send free messages to school updating attendance, requesting call backs/meetings or with requests for information or queries.</p> <p>We also use this to send out newsletters, letters from the Head Teacher and other documents electronically.</p>	<p>The school has its own Facebook page. As Facebook is updated in real-time; we can get information to parents quickly and effectively. This might include updated facts about upcoming events, current happenings around the school, or recent announcements. In addition to posting information, parents can comment and 'like' what's posted, sharing it within the wider community.</p> <p>Photos and videos of recent events are regularly displayed on the Facebook page including photos from trips, school-wide celebrations, and pupil achievements.</p> <p>Permission is sought from a child's parent or guardian before their photo is published on social media. The school does not participate in or respond to conversations via Facebook.</p>



We have recently introduced **Class Dojo** as our main communication tool. This is used in every class to celebrate the learning happening within each class and ensure our parents are kept up to date with their child's learning. Class Dojo is a communication application (app) which connects parents/carers, teachers and children. Teachers use it as a communication platform to encourage children to share their learning and to get parents/carers engaged in their child's learning. It has a reward component and a communication system which allows easy communication between home and school. Each child gets an avatar, and teachers award dojo points for things such as good home learning, participating in class, staying on task, following our school values and following class rules and routines. Teachers can use a range of media (smartphone, tablet or computer) to give dojo points throughout the school day. These points are directly related to our School House Point system. Each child's dojo can be displayed via a smart board, and parents, via their app, can see these. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared.

Dojo Points	Staff will be using this to record Dojo points earned by each child. These are also added as house points termly and will be collected by House Captains. Class Dojo points are reset regularly.
Class Story	Teachers will use this element to share general class news, celebrations, updates, reminders relating to the class and class learning (IDL, Health & Wellbeing and in school and wider achievements etc).
School Story	We use the Class DOJO school story function to share upcoming events within our school and local community, and parent council information with parents and families. We also use the school story to share learning across the whole school.
Student Portfolio	This is used for reporting on pupil's literacy and numeracy every term. It is also used for children to share their own learning at home. This will be evidence of pupil's learning journey, targets and next steps.
Messaging	This element will be used to communicate between teachers, parents and SLT.
Reporting	The Dojo Portfolio will now replace our old report format. This means that parents/guardians will receive termly updates on their child's progress in literacy and numeracy. Two parents evenings will be held throughout the year and a final summary report of their child's progress, including Curriculum For Excellence levels and the skills they have developed that year.

Expectations for Staff

- ✓ • Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to sign up. It is imperative that teachers remember to add new children that join their class throughout the year.
 - ✓ • Class Dojo points can be used as an effective reward in addition to in class systems, e.g. house points, ladders etc.
 - ✓ • Class story expectations: Class teachers are required to update their class story on a weekly basis with a focus on learning experiences throughout the week (IDL, HWB, Wider achievements, Visitors to the class, trips, Skills for LL&W etc).
 - ✓ Portfolio expectations: Every child will receive an individual literacy and numeracy portfolio post specific to their learning and next steps every term. This could be a photo of their class work or assessment piece with a written comment. A photograph isn't always essential but a written comment must be added. Across the year there needs to be a balance of reading, writing, listening and talking, numeracy and general maths. The class story and pupil portfolio posts will be monitored by SLT to ensure consistency across the school.
 - ✓ • All members of staff using Class Dojo are asked to set a 'quiet hours' on their page, this is when messages will not be read or responded to out of the designated hours. The agreed quiet hours are between 4.30pm and 8.00am, Mondays to Thursdays and 3.30pm on Fridays. This time will be communicated to parents. Please ensure your notifications are switched off at the weekend.
 - ✓ Teachers are respectfully reminded to not engage in any lengthy conversations with parents via the class page or the messaging service (remember the school policy is to invite parents/carers in for face to face dialogue or phone call). Please inform SLT if you experience any negative messages. The main purpose for DOJO is sharing the learning with parents
 - ✓ • All users of Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on websites and social media from the school office.
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 - ✓ More formal information from school, letters from the Head teacher, general notifications, and school newsletters will be sent via the Xpressions App.
 - ✓ Three class newsletters are sent using the SWAY application throughout the year. This is posted on the class story and must include; PE days, overview of learning for the term and important dates relevant to your class.
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Expectations for Children



- ✓ Children can add to their portfolio in school and out of school. They can share school and personal achievements within their portfolios.
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- ✓ Children can edit their avatar at home using a mobile/tablet device.
 - ✓ Any inappropriate photos/comments will be removed and investigated by SLT.

Expectations for parent/carers

- ✓ Parents must ensure that their child uses Class Dojo safely and support them in uploading evidence of their learning.
- ✓ Parents can message class teachers at any time; however there is no expectation for teachers to reply outside the set '*quiet hours*'. This is essential to safeguard the wellbeing and work-life balance of our staff. Teachers will not be able to respond to your messages on weekends and any other time outside of the stated period. **The following matters should always go through to our Main Office and are not the responsibility of teachers to be passed on: emergencies, urgent queries, absence, sickness, school dinner enquiries or complaints.**
- ✓ Parents should look at the newsfeed regularly to keep up to date with messages, school events and information. Any inappropriate photos/comments will be removed and investigated by Senior Management.

Monitoring of the Policy

It is the responsibility of all members of staff who use Class Dojo to ensure it is used according to this policy. Monitoring of the policy will be by Senior Leaders who may ask to view the Class Dojo page at regular intervals to ensure the policy is being adhered to.



For more information on Class DOJO and to view their privacy policy please click [here](#)

Permission is sought for your child's photograph to be used on our Facebook page and Class Dojo via the schools 'blanket' permission form. It is intended that your consent will cover the duration of the time your child attends this school however these permissions can be amended at any time via the school office.