

## Appendix 1 – Letter home to parents/carers outlining Class Dojo / Seesaw / etc

Dear Parents/Carers,

As you are aware we have been working hard to provide children with a remote learning package, **should they need to self-isolate or remain at home as a result of the current pandemic.**

The work has been and will continue to be uploaded to our school website on individual class blogs. If you are having trouble logging onto the page, please contact the school office. If your child needs to be absent due to COVID-19, they **MUST** access this work for the duration of their absence.

We are now preparing for parents/carers to communicate with teachers and send photographs of completed work. **This will only be used if a class bubble or whole school is closed, and not for individual children who are self-isolating.**

Alongside Office 365, we are pleased to announce that we will be using simple app-based resources called Seesaw and Tapestry (Early Years). Through these apps, you will be able to submit your child's work by simply taking a photo on a mobile phone and adding it to your child's portfolio. Staff will then be able to view this work and provide feedback on your child's work and progress.

You or your child can also message your teachers. With regards to messaging we would like to clarify how this can be used:

### **DO**

- Do message if you want to share something positive from home
- Do message if you have a small query or would like to find out something simple
- Do message if your child has any minor worries, for example: *'Jack didn't quite understand fractions today, could you please point me in the direction of where I can get some further practise work for him'*

### **DON'T**

- Please don't use the Class Dojo app to raise an issue, please contact the school office in the usual way
- Please do not message via Class Dojo to notify school of absences or illnesses – this should be done via the school office as normal
- Please do not use Class Dojo to message about any urgent or serious issues; please use the school office and normal school procedures for this

### **REMEMBER**

Teachers will always endeavour to reply as quickly as possible. However, please bear in mind that school life can be incredibly busy and whilst every effort will be made to reply or acknowledge messages, there may be a slight delay on occasion. Additionally, please do not expect a reply to any messages sent after 4pm or on a weekend as teachers will not be able to reply.

**It is extremely important that ALL parents/carers sign up to Class Dojo and download the app as soon as possible.** That way, should the unfortunate happen and a bubble or whole school needed to close, we would be able to turn on the messaging and portfolio areas straight away to ensure children can continue to work from home, without any gaps in their education.

Yours sincerely,  
Mrs J Hodgson