



## Parent and Teacher Communication Policy

Developing positive partnerships with families is an integral part of our work at Hewett Primary School (HPS). Face-to-face conversations, emails, phone calls and Class Dojo communication are all expected to occur on a regular and ongoing basis.

Class Dojo is our main teacher and parent communication forum. Class Dojo provides an easy 2-way communication between home and school with the ability to direct message individuals (in a range of different languages) and to share information via the Class Story for specific class news and the School Story for whole school events. Users can access Class Dojo via a free app or through the Class Dojo website.

Teachers use Class Dojo to communicate with families, provide feedback and promote student work and classroom learning activities.

### Communication Agreements

- Class Dojo is the key communication tool for HPS. The majority of communication should be through this platform including homework information, key class messages, class notes and/or any online learning.
- Teachers maintain communication with all families throughout the year via Class Dojo (or phone conversations if unable to connect via Class Dojo)
- Teachers share class specific information (photos, student work, reminders etc.) on their Class Story at least once a week or fortnight.
- It is the class teacher's responsibility to follow up absences on the third consecutive day or pattern of absences in the first instance, via Class Dojo. Any ongoing or unresolved issues are to be directed to the Leadership team. Any evidence of communication is to be recorded in the electronic Roll Book. NB: Academy Attendance will send automated communication for unexplained absence by 11am on a daily basis. This is to support classroom teachers following up reasons for absence.
- Specialist teachers will post to Class Stories at least twice a semester for each class they teach.
- All posts for the School Story are to be approved by Leadership and timed appropriately.
- The 2024 Enterprise Agreement requires the implementation of the 'Right to Disconnect' for all staff. 'Live Class Dojo' hours are between 8:00am and 5:00pm on school days. 'Right to Disconnect' hours are daily from 5:00pm to 8:00am, weekends and school holidays. Staff are asked to follow Class Dojo parameters and not respond to messages during this period.
- The education team aim to respond to non-urgent messages within 2 – 3 business days. If the matter is considered urgent it will be forwarded to a leadership member who will aim to respond within one business day as a priority.
- NB: The HPS Facebook page is a separate digital platform for whole school posts and announcements only.

Class Dojo is ratified by the Governing Council as the main communication platform for the school. Whole school information including the school newsletter are posted on School Story.