



PNPS Community Dojo Protocols

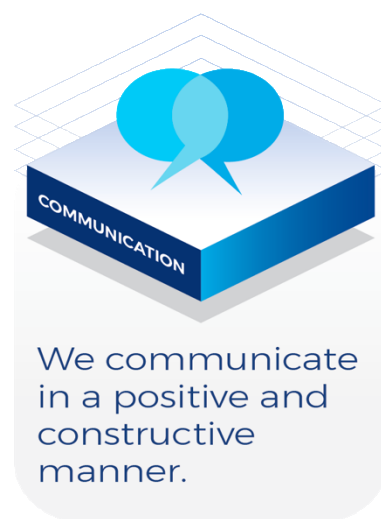
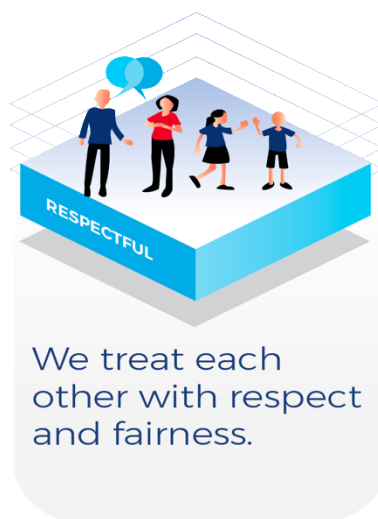
Purpose: Classes will be using Dojo as a secure online way to share classroom learning and to keep families informed about events and information occurring at Padstow North Public School. The Dojo parent messaging component is to be used as a means of information giving that requires little response.

1. Guidelines for Parents/Carers to classroom teachers

- 1.1 Dojo is a tool to keep you informed of events and classroom learning, please regularly check your child's class page.
- 1.2 Dojo parent messages are to provide the class teacher with information (eg. My son has the flu and will not be in today), so please keep your messages brief.
Teacher responses will be short as this is not a conversation tool. Agreed PNPS teacher responses include: yes/no thanks for letting me know, please contact the office to make an appointment so we can discuss further...
- 1.3 If at any point you have any concerns, please contact the school office to arrange an interview. A conversation (face-to face or phone call) is required to ensure meaningful dialogue as we want to work in partnership with you to support your child at school. Dojo is not the platform for this.
- 1.4 Dojo messages are only to be sent inside of normal working hours 8.00am-5:00pm, and not on weekends.

What Dojo is not to be used for:

- Inquiries about school incidents. If an incident is deemed serious then it should be dealt with via a phone call to the school office requesting an interview.
- A replacement for parent-teacher interview.
- Complaints: these should be dealt with personally via a phone call to the teacher or office.
- Medical information or requirements. Doctor's plans including medicines, require a conversation.
- Notification of early pickup/ drop off / change to routines must go through the front office.



PNPS Classroom Teacher Dojo Protocols

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2. Guidelines for teachers: The dojo app does not support quality professional conversations and teachers are to refrain from communicating with parents using this messaging app. Preferred means of communication are scheduled face-to-face meetings, emails, or phone calls to discuss concerns and explore solutions. This approach ensures clear and effective communication, minimizing the chances of miscommunication.

- 1.1 For the above reasons, the ONLY responses teachers should give to ensure we maintain a high level of professionalism and support quality conversations with parents are:
 - a. Yes/ no thanks for letting me know (or similar)
 - b. Please contact the office to make an appointment so we can discuss further
 - c. A basic response that requires no more than a sentence and is factual (eg. Please refer to our school website for more information, or, It is on Monday...)
- 1.2 Responses (as listed above) to a parent should be timely from receiving the message, unless on the weekend or if the teacher is absent. (Recommended within 24 hours).
- 1.3 Teachers are expected to upload class pictures at least once a fortnight.
- 1.4 Posts and reminders should be sent between the hours of 8:00am to 5:00pm (Monday to Friday). No use on the weekend.
- 1.5 If you are informed via Dojo that a student is absent, you must transfer this information into Sentral and record Dojo as the source within 24 hours
- 1.6 Extended responses outside of the protocol guidelines will be referred to the principal. The principal and executive on occasions may need to extend past these protocols when deemed necessary.

NOTE: An exception to these protocols in terms of providing a lengthier response arises when a teacher knows that the parent utilizes Dojo as a translating tool due to limited English or if the longer message has received approval from an assistant principal.