



We create  
**collaborative**  
learning  
environments

We  
all play  
**a part**

We work  
**in partnership**  
to promote  
student  
learning

## **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. Example: My son was away yesterday due to....

### **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.
- 1.5 This tool is to be used by adults only, not students.

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.