

31<sup>st</sup> August 2017

Dear Parent / Carer,

Y7 and Y8 will have homework booklets provided to them each half term. In the booklet, there is a deadline calendar for students to submit homework to their form tutor each week. Copies of the homework booklets are available on our website. They may be required to complete additional homework depending on their progress in each subject – this will be recorded in the student planner.

To ensure parents/carers are updated with information throughout each half term, form tutors will have an online class dojo. This can be used to monitor your child's homework completion, attendance and general progress. Form tutors will update class dojo and share information with you throughout the year. Form tutors have taken their students through class dojo and the instructions for login is below. Class dojo is intended to keep parents/carers updated with general information about their child and not as a form of 24-hour online communication as form tutors have full time teaching timetables. Any issues parents have should still be communicated through the Head of Year through the school telephone number 01942 885500.

Student Login Steps:

1. Go to [www.classdojo.com](http://www.classdojo.com)
2. At the top of the screen, you'll see "Are you a parent/carers or student with a code? Enter your code." Click on the "Enter your code" link
3. Enter your code in the pop up and click on Join Class
4. Click on the "I'm (Your Name)" option to sign up as a student
5. Create a username and password (Note: write these down, these will be used to log into your account via the app or website)
6. Use the drop down to select your age (you cannot alter this later, be sure to select accurately)
7. Enter your parent's/carers email address so your parents can approve your account. If you don't know your parent's/carers email, you can click on "I don't know my parent's/carers email address" to continue without sending a verification email. (Note: Your account won't be active until your parent/carers is invited and approves of your account. This means you won't be able to customize your avatar or view your reports).

Yours Sincerely,

Mrs L Burton  
Principal

