

+



SHERBORNE QATAR
PREPARATORY SCHOOL

Staff - Parent Communications

This policy outlines the guideline and expectations for all Primary teachers in regards to maintaining high quality online communication with parents

Class Dojo expectations

Year Group	Dojo guidelines: Sharing Posts
Pre-school and Reception	<ul style="list-style-type: none"> - Values Award shared weekly - The teacher adds all posts to Dojo - 2 posts a week, containing a mixture of whole class, small groups or individual - Post a detailed video or photo of each child once a month- focusing on 1 of the 7 areas of learning <p>Teachers to approve parent posts</p>
Year 1	<ul style="list-style-type: none"> - Values Award shared weekly - The teacher adds all posts to Dojo - Over time, students are shown how to handle the ipad and how to take pictures with their QR codes to their portfolio - Teachers can moderate photos taken on camera roll and upload items for the student - 2 posts a week, containing a mixture of whole class, small groups or individual - Post a detailed video or photo of each child's learning every half term - with a short explanation of any skills met through the activity/task. Over the course of the year, try to get a mixture of curriculum areas. - Teachers to approve parent posts weekly
Year 2	<ul style="list-style-type: none"> - Values Award shared weekly - The teacher adds most posts to Dojo

	<ul style="list-style-type: none"> - Over time, students are shown how to handle the ipad and how to take pictures with their name cards - Teachers can moderate photos taken on camera roll and upload items - 2 posts a week, containing a mixture of whole class, small groups or individual - Post a detailed video or photo of each child's learning every half term - with a short explanation of any skills met through the activity/task. Over the course of the year, try to get a mixture of curriculum areas. - Teachers to approve parent posts
Year 3 and 4	<ul style="list-style-type: none"> - Values Award shared weekly - 2 posts a week – 1 as a whole school activity by the teacher and 1 of each child uploading a piece of work themselves onto student portfolio. Students to take photos of their own learning and upload to portfolio using the class code with teachers approving before being posted. - Post a detailed video or photo of each child's learning every half term - with a short explanation of any skills met through the activity/task. Over the course of the year, try to get a mixture of curriculum areas. - Teachers to approve parent posts
Year 5 and 6	<ul style="list-style-type: none"> - Values Award shared weekly - 2 posts a week – 1 as a whole school activity by the teacher and 1 of each child uploading a piece of work themselves onto student portfolio. Students to take photos of their own learning and upload to portfolio using the class code with teachers approving before being posted. - Post a detailed video or photo of each child's learning every half term - with a short explanation of any skills met through the activity/task. Over the course of the year, try to get a mixture of curriculum areas. <p>Teachers to approve parent posts</p>

Class Story

If teaching a tricky topic e.g in Maths - upload a 'mini lesson' - preferably a child explaining a new concept or supporting revision. Get the pupils to be doing the 'teaching' as needed. This will give parents an insight into how to teach a tricky topic at home – could be related to homework or a topic in class. Please allow HOYs to see and approve videos before sending.

Additional information to be shared on Dojo

Weekly roundup – each class to send a weekly roundup with a few sentences about the week and the week ahead with focus on academic learning. Add links to support parents with the learning, such as WRM or RWI when necessary.

Subject specialists

Subject specialists to post stories / photos / videos / links onto the 'class announcement' section – this will be distributed to all children in the class.

Arabic and Islamic will post the weekly newsletter every Sunday. During exam time, twice a year they may post more often. Arabic school events will go on class story collectively. For Early Years Arabic, a maximum of 1 photo per class to be posted a month.

In order for parents to get an insight into what children are doing across subject lessons, specialists teachers will follow a calendar of when to post. E.g in December, Music will add 1 post for each Year 1 and 2 class, only once in December and March-see below. For subjects, this can be a whole class post, or a few pictures of the lesson, it does not have to be individual to each student.

Specialists Teachers	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May
---------------------------------	------------	------------	------------	------------	------------	------------	------------	--------------	------------

1 post per year group									
Music	Y1&2	Y3&4	Y5&6	EY	Y1&2	Y3&4	Y5&6	EY	
Arabic	EY	Y1&2	Y3&4	Y5&6		Y1&2	Y3&4	Y5&6	EY
Islamic	Y5&6	EY	Y1&2	Y3&4		Y1&2	EY	Y3&4	Y5&6
French /Spanish	Y5&6	Y3&4	EY	Y1&2	Y3&4	Y5&6		Y1&2	EY
PE	EY	Y3&4	Y1&2	Y3&4	Y5&6	EY	Y1&2	Y5&6	

Y2-Y6 FT , please ensure that CUBE is celebrated and shared through Dojo at regular intervals throughout the year. At least one group or individual, per term.

Ensuring high quality communication throughout the year

- Year group guide shared each year and to new joiners through the year. [Guide to year .pptx](#)
- Class timetables shared at the beginning of the year and also with new joiners
- Checking in regularly with new families, face-to-face but also privately over Dojo/phone/email regularly during the first few months to ensure parents are well informed and are settling in.
- Make sure parent posts on Dojo are approved at least weekly. If children or parents take the time to send a photo of a child doing something outside of school, please ensure that this is acknowledged and celebrated if appropriate.