

14th February 2019

Class Dojo - Your Child's Class Story

Dear Parents and Carers,

I am excited to announce that we are ready to launch Class Dojo which will enable teachers to share some of the fantastic things that happen in your child's classroom each week.

Class Dojo is a website which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smartphone. We have chosen this company because they are a secure and also exciting way to share what happens in school during your child's time with us.

Class teachers will use Dojo to share pictures and comments about what is happening in class. They can also send messages and reminders to all the parents in the class, or individual parents. Parents can add comments to the pictures and comments made by the class teacher. They can also send an individual message to the teacher that cannot be seen by other parents.

Class Dojo is used in many schools, and each school uses it in its own way. Both teachers and parents enjoy using this system, but it is important that using Dojo does not take up too much of a teacher's time, so they can concentrate on teaching the children in their class.

With this in mind, we will be running a trial of Class Dojo for all children and parents in Years 1 to 6 until the end of the summer term. Mrs Caseley's class use a special system for early years children, so won't be using Class Dojo.

Each teacher will post 2-5 pictures each week to show what has been happening in their class. Teachers may send messages from time to time, to all parents in the class or to specific parents.

Parents can also use the system to send brief messages to the class teacher, that might in the past have been written as a short note, or a quick message given at the classroom door in the morning. Dojo will not be a replacement for asking questions about your child's learning, or other issues that need to be discussed with the teacher.

Teachers will look at messages between 8am and 6pm but will not necessarily be able to acknowledge them immediately, or on the same day, depending on their commitments. If your issue is urgent, please contact the school office by phone. Parents are still welcome to catch their child's teacher at the end of the day for a quick chat, and appointments can be made for longer discussions via the school office, in the usual way.

The safeguarding of our children is very important to us. Everything that is added to Class Dojo will be added to our school account and can only be viewed by school staff that use the system, and also yourself, using your own log on. Also, it is crucial that you do not share photos or videos from your child's class on social media or through other online platforms. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

Attached to this letter is a permission and information slip to allow us to set up a Class Dojo account for you. Please sign and return it as soon as possible. You will then be given a pass code and details of how to download and setup the Class Dojo app. I have also attached a copy of Nottinghamshire County Council's Privacy Notice. I would be grateful if you could tick the consent box to show that you have read and understood the notice.

If you have any further questions, please do not hesitate to contact me.

Yours sincerely

John Birch

SCHOOL PRIVACY NOTICE

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

Who are we?

We, **Misson Primary School**, are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you and your family and may receive information about you and your family from your previous school and the Learning Records Service.

Why is information collected?

The reasons we keep records about you and your family are to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care;
- Give the best possible service;
- Provide statutory services (e.g. assessment for free school meals eligibility);
- Safeguard Children and Young People from harm;
- Assess how well schools are doing.

What information is collected?

Information that may be collected includes contact details, national curriculum assessment results, exclusions information, attendance information¹ and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If you / your child are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you / your child have undertaken. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

Once a child is aged 13 or over we are required to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of all pupils and their parents (and date of birth) and any further information relevant to the support services' role (e.g. school name, ethnicity and gender). However, until a child is aged 16 or older, their parent(s) can ask that no information beyond a child's name, address and date of birth (and parent's name and address) be passed on to the youth services provider. This right transfers to the child on their 16th birthday. Please inform **Mrs Julie Mitchell, Misson Primary School**, if you wish to opt-out of this arrangement.

More information about the support available for children and young people can be found via:
<https://www.gov.uk/topic/schools-colleges-childrens-services/support-for-children-young-people>

Who may my / my family's information be shared with?

We will not give information about you or your family to anyone outside the school without your consent unless the law and our rules allow us to.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions

covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>.

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services. The Council also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT);
- Police forces;
- Provider of youth support services in your area;
- Other local authorities if you live in their area;
- Further educational colleges.

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty² to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

If you require more information about how the Local Authority (Nottinghamshire County Council) and the DfE store and use your information, then please go to the following websites:

<http://www.nottinghamshire.gov.uk/learning/schools/child-data-security/>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the Local Authority or DfE as follows:

| Nottinghamshire County Council | Department for Education |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information and Systems Team, Quality and Improvement Group Children, Families and Cultural Services, Nottinghamshire County Council County Hall, West Bridgford Nottingham, NG2 7QP Email: data.management@nottscc.gov.uk | Ministerial and Public Communications Division Department for Education Piccadilly Gate, Store Street, Manchester, M1 2WD Website: www.education.gov.uk Email: http://education.gov.uk/help/contactus Telephone: 0370 000 2288 |

Can I see the information held about me and my family?

Under the Data protection Act 1998 you and your family are entitled to know what information is held about you. If you want to see a copy of the information we hold and share about you and your family then please contact **Mrs Julie Mitchell, Misson Primary School**. If you suspect that you or your family's information is incorrect you have a right to request that the data is amended.

For independent advice about data protection, privacy and information sharing issues you can contact: The Information Commissioner 0303 123 1113 <http://www.ico.org.uk>

1. Attendance is not collected for pupils under 4 at Early Years Settings or Maintained Schools

2. A duty is what defines the schools or authorities responsibilities in law

Please read the Privacy notice attached prior to completing this form.

As part of our commitment to your child's education, safety and updated General Data Protection Regulations, we require you to complete this consent form in relation to the aspects listed

Privacy Notice (I have read and understood the terms.)

Use of Digital Video/Images

As the parent/carer of the named child, I agree to the school taking and using digital/video images of my child. I understand that the images will only be used to support learning activities and celebrates success.

Use of Apps, website and other software where Personal Data maybe shared

We will use Class Dojos apps and website to support your child's education and we require you to tick the box to indicate your agreement. (Student data recorded: First and surnames, photos, comments about class activities, messages sent between school and parents)

Please delete as appropriate.

- **I do/ do not give permission for an online Class Dojo account to be created and maintained for my child.**
- **I do/ do not give permission for my child's photo to appear in any group photos used in Class Dojo.**
- **I agree not to electronically share, by social media or other platforms, any photos or information about my child sent through Class Dojo**

Child's name _____

Parent/Guardian signature: _____ Date: _____

Please return to school as soon as possible

Thank you