



# Manor Green Primary Academy

## Aspire. Achieve. Succeed.

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Tuesday, 24<sup>th</sup> March 2020,

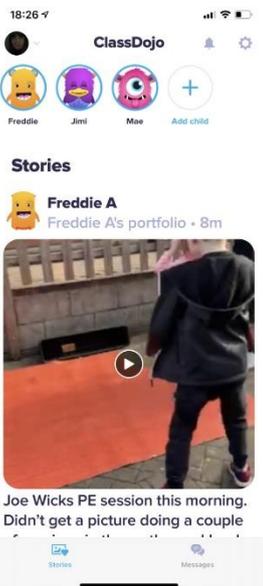
Dear Parents and Carers,

Thank you so much for your patience at this time.

Teachers and class staff will mostly be communicating with you via class dojo. If you have never had a class dojo account, you will receive an invite via the post in the next few days to explain this.

If you have been connected previously, you may need to redownload the app and reconnect. If you are having trouble with this please email [manorgreensupport@focus-trust.co.uk](mailto:manorgreensupport@focus-trust.co.uk) with your child's name and class, and I will help you with that.

There are two parts to class dojo: parent accounts and student profiles.

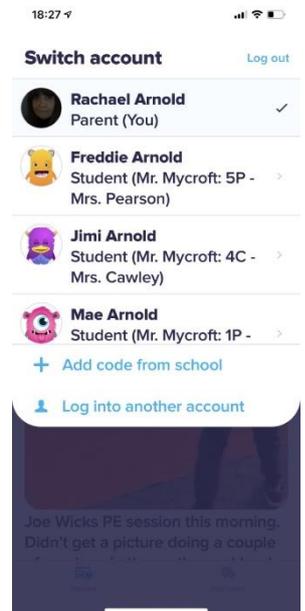


If you are logged in as a parent, you can message the teacher privately, and see class stories. You cannot see any work set by the teacher, this needs to be done through the student profile.

If your child already has a profile that you have set up before, this is how to access it.

Click the small arrow in the top left hand corner next to your profile picture, you will then see your child's name. If you click the name it will take you to your child's profile.

If you have more than one child, they will all come up.



How does my child log into their student account at home to post to their portfolio?

Please use this link, as this will explain how to do this on different devices.

<https://classdojo.zendesk.com/hc/en-us/articles/115004708883-How-Does-My-Child-Log-into-Their-Student-Account-at-Home-to-Post-to-Their-Portfolio-#web>

Your child's teacher is also available on the message function to help with this.

Once teacher's start setting work on the portfolio part of class dojo, it will need to be accessed from your child's account. If your child is too young to do this themselves, you will need to use this function for them.

**'Care, Share, Fair, Dare, Healthy & Happy'**



Part of the Focus Academy Trust



It is worth bearing in mind that our children probably understand this better than we do, so involve them in helping you set this up!

Please email [manorgreensupport@focus-trust.co.uk](mailto:manorgreensupport@focus-trust.co.uk) if you are having trouble setting up dojo, or have no account at all.

If you already have an account, please use the message function to message your child's teacher for some help.

Thank you once again for your support and patience, it is very much appreciated.

Mrs. K. Pearson  
Assistant Principal.