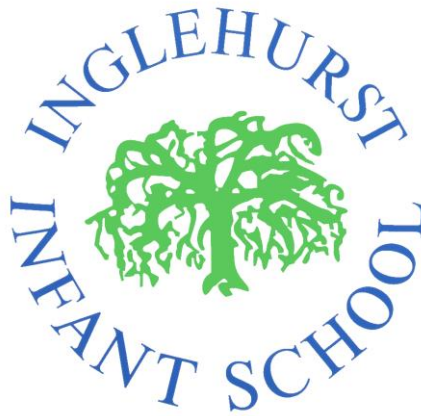




CLASS DOJO POLICY

Adopted	January 2021
Review date	January 2024
K.Pochin	Rob Johnson (Chair of Governors)

Introduction

We believe that an effective partnership between home and school is beneficial in supporting children in their learning. As a result, we have introduced Class Dojo. Class Dojo is a communication application (app) which connects parents/carers, teachers and children.

Staff use it as a communication platform to encourage children and to get parents/carers engaged in their children's learning. It has a reward component and a communication system. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages will be shared. Teachers create engaging content including videos and interactive tasks for children to complete as part of their home or remote learning.

Children can engage in their learning in school and home by posting evidence of work they are proud of in their portfolio and responding to tasks and feedback from their teacher.

Parents can be kept informed of class events and see evidence of their child's work and learning environment.

Aims:

1. To establish more effective communication links with parents.
2. To support and enhance home and remote learning

Class Dojo has four main elements:

	Use when school is open	Use during any form of lockdown
Dojo points	Staff will be using this to record Dojo points earned by each child.	Staff will be using this to record Dojo points earned by each child.
Class Story	Teachers will use this element to share homework, general class news, celebrations, updates, reminders relating to the class and on occasion, small teaching clips.	Teachers will use this element to share home learning, teaching video clips, general class news, celebrations, updates and reminders relating to the class.
Portfolios	This element will be used by parents to share any examples of their child's home learning. Parents of KS1 may upload photos or videos related to their child's homework alongside work recorded in their homework books. Teachers will use this element to give feedback to pupils about their homework.	This element will be used by parents to share their child's home learning with their teacher. Teachers will use this element to feedback to each pupil.
Messaging	This element will be used to communicate between teachers and pupils or their parents.	This element will be used to communicate between teachers and pupils or their parents.

Expectations for staff:

- Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to sign up. It is imperative that teachers remember to add new children that join their class throughout the year.
- Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which has to be appropriate or relevant, is at the discretion of the teacher. During periods of isolation teachers should be posting videos, activities and messages daily in accordance with the remote learning policy.

- All members of staff using Class Dojo are asked to set a 'quiet hours' on their page, this is when messages will not be read or responded to out of the designated hours. The agreed quiet hours are between 6.30pm and 7.30am. Mondays to Thursdays and from 5p.m. on Fridays.
- It is not expected that teachers will need the app on their mobile device, please be mindful of the impact this may have on your personal time.
- Teachers must make themselves fully aware of children who do not have permission to have their photographs or videos shared on Class Dojo, and ensure that these children do not appear in them. For children in Local Authority care permissions will need to be sought from all people with parental responsibility for these children (check with the Designated Safeguarding Lead).
- To share homework with children and parents and share home learning during periods of lockdown
- To follow all safeguarding policies and staff code of conduct

Parent/Carer Responsibilities:

- If you have any questions, queries or concerns, do feel free to message your child's teacher on Class Dojo and they will also keep in touch with you via Class Dojo. You can still leave messages at the school office, send e-mails and communicate with the school in the same ways you use to. If a matter cannot be easily resolved via the messaging service, the class teacher will arrange a phone call or meeting.
- In order to maintain the well-being of our class teachers, as well as ensuring they have a work-life balance, we ask that you bear in mind that though teachers can be messaged by you at any time, they will not respond to the message during the 'quiet hours' The agreed quiet hours are between 6.30pm and 7.30am. Mondays to Thursdays and from 5p.m. on Fridays.
- Teachers will not be able to respond to your messages on weekends and any other time outside of the stated period. If it is an urgent concern or query, please do follow the channels of communications that you would have done previously.
- Parents must be polite and respectful when messaging teachers or commenting on the class news feed. We will ask you to remove any inappropriate comments and the service may be removed.
- Parents must ensure that their child is supervised when using Class Dojo and support them in uploading evidence of learning.

Pupil Responsibilities:

- Agree and follow the school rules for Class Dojo (appendix 1)
- Encourage parents to help them engage with Class Dojo

- Complete assigned tasks and respond to feedback on Class Dojo

Leadership Responsibilities:

- Monitoring of the policy will be by Senior Leaders who can view each Class Dojo page at regular intervals to ensure the policy is being adhered to, and address any misuse with the relevant parties.
- Senior Leaders will regularly review the use of Class Dojo to ensure it is effective in achieving the aims of this policy.

Links with Other Policies:

- Behaviour policy
- Child protection policy
- E-Safety policy
- Remote Learning Policy



ClassDojo

When I use ClassDojo I will:

- show respect to my teachers and classmates
- be kind and friendly
- tell an adult if something worries or upsets me
- only use ClassDojo with permission from a parent/carer
- give positive feedback to my classmates' work
- only login to my account
- use appropriate language

