



## Class Dojo Policy

Formally adopted by the Governing Board of:	Hemsby Primary School & Nursery
On:	Agreed May 2022
Headteacher:	Sian Harmer
Chair of Governors:	Kathryn Hewitt
Review:	May 2023

## **Introduction**

We believe that an effective partnership between home and school is beneficial in supporting children in their learning. As a result, we use Tapestry in Nursery and Reception, and Class Dojo in years 1-6. Class Dojo is a communication application (app) which connects parents/carers, teachers and children. We have a separate Tapestry Policy which refers to the use of Tapestry.

Teachers 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 can be shared. Teachers can create, upload or signpost content for children to complete as part of their home or remote learning.

Children can engage in their learning at 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 home learning. They can communicate with teachers via 1:1 messaging.

## **Aims**

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

## **Teacher Responsibilities:**

- Teachers are expected to access their Class Dojo account via the website [www.classdojo.com](http://www.classdojo.com) and download the free app onto their school iPad
- Teachers are encouraged to post updates on their class page when appropriate or relevant. Teachers should be mindful on the impact of using Class Dojo on their wellbeing and the number of notifications a parent/carer will receive. Therefore, the average number of posts per week should be around three. Examples of such posts include:
  - Reminder posts about swimming/PE days/deadlines and/or other important class events such as school trips
  - In school learning taking place
  - Home activities from parents/carers who have submitted photos or videos
- 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are asked to set a 'quiet hours' on their page, this is when messages will not be read or responded to, and posts will not be published on the school or class story.
- The agreed quiet hours are between 5:30pm and 7:30am Mondays to Friday, and all-day Saturday and Sunday.
- Teachers should update the school story with appropriate and relevant posts as required. This is the responsibility of all teachers.
- It is not expected that teachers will need the app on their mobile device, as we must be mindful of the impact this may have on their personal time.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service or get into lengthy discussions. If a message from a parent requires more than a simple response, then a phone or in-person discussion is more appropriate.

- Teachers must make themselves fully aware of the children who do not have permission to have their photographs shared on Class Dojo and ensure that these children do not appear in photos on Class Dojo.
- Teachers must not send confidential documents to parents or carers via the messaging facility of Class Dojo. Confidential documents must be emailed from the teacher or the school office.

### Parent/Carer Responsibilities:

- Only parents/carers or legal guardians will be given access codes to ClassDojo. It is expected that up to two parents will be linked to a child's account; any additional adults will only be accepted in special circumstances.
- Parents/carers can view their child's portfolio, class story and school story feeds. They can interact with posts and submit to their child's portfolio. They can also message their child's class teacher.
- Parents/carers can message teachers; however, a response will only be given during the hours of 7:30am – 5:30pm Monday-Friday as the rest of the time teachers profiles are set on 'quiet time'.
- Parents/carers should be aware that teachers will not necessarily respond to messages straight away but will endeavour to do so when practicably possible. They may also not read the message that you have sent until the end of the day due to their teaching commitments.
- Parents/carers should be aware that an immediate response cannot be expected, as the main priority of staff is to teach, and a response will be given as soon as possible, during the working hours.
- Parents/carers should only message their child's class teacher and should not use ClassDojo to message any other members of the school staff. If messages are sent to anyone other than your child's class teacher, they will be ignored.
- Parents/carers should not use this messaging tool to enquire about the progress of their child but can use it to arrange a meeting with class teachers to discuss any questions they may have.
- The following matters should always go through the **school office** and will not be responded to by teachers:
  - Absence (such as medical appointments)
  - Sickness
  - School dinner enquiries
  - Complaints
  - Urgent messages (e.g. collection of children)
- **It is the parent/carers responsibility to ensure information is provided through the appropriate channels.**
- Parents/carers must be respectful when messaging teachers or commenting on the class news feed. Any inappropriate comments will be removed/blocked and the service may be removed.
- Parents must ensure that their child uses Class Dojo safely and support them in uploading evidence of learning whilst home learning.

### **Pupil Responsibilities:**

- Encourage parents to engage with Class Dojo
- Complete assigned tasks and respond to feedback on Class Dojo
- Show respect to teachers and classmates by being kind and friendly on Class Dojo
- Tell an adult if something worries or upsets them on Class Dojo
- Only use Class Dojo with permission from a parent/carer

### **Leadership Responsibilities:**

- Monitoring of the policy will be by Senior Leaders who will 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 and applicable addendums
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-Safety policy
- Remote Learning Policy