

Class Dojo Policy 2022-2023

Background

We believe that effective communication between home and school is essential to supporting children in their learning. As a result, we have introduced Class Dojo in every class to celebrate the sensible choices the children make. Class Dojo is a communication application (app) which connects parents/carers, teachers and children. 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

Each pupil gets an avatar, and teachers can award dojo reward points for things such as good homework, participating in class, showing strong values or staying on task. Teachers can use a school tablet or computer to give points throughout the school day. Each pupil's points can be displayed via a smart board, and parents, via their app, can see these. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared.

Aims:

- ✓ To establish more effective communication links with parents.
- ✓ To support classroom and whole school behaviour through positive reinforcement.
- ✓ To celebrate Thomas Whitehead's achievements in all areas of school life.

Procedures and practice

1. Roles and responsibilities

Class dojo mentor:

- To invite staff to create an account via their staff email address.

SLT:

- Address any concerns from a staff/parent/child's perspective about the use of Class dojo.

Teachers and Support Staff:

- Staff are expected to create a Class Dojo account using their staff email address via the website www.classdojo.com and also download the free app onto their school iPad.
- Staff are expected to send out invitations to the parents in their class, and regularly encourage parents to join up- please remember to add children new to your class part way through the year.
- Class Dojo points are to be used as a reward system to promote positive reinforcement and behaviour.
- Teachers and support staff are encouraged to post updates on their class page- the amount is at their discretion (recommended at least once a week), these posts could include: reminder posts about swimming/PE days/homework deadlines and other important class events such as trips or assemblies. In addition, celebrations of work should be shared either individually to parents via their child's portfolio or via the class page.
- All members of staff using Class Dojo are asked to set a 'quiet hours' on their page, this is where parents are informed that you may not read or reply to messages out of the designated hours. This message should be set to come up 24/7 so that parents understand this is not the best form of contact.
- Staff are not expected to reply to every message sent; parents will be reminded that if this is an emergency they are to contact the school office.
- Staff are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service.
- Teachers to inform Headteacher, SLT and office staff, where necessary, if they notify parents about significant changes or new information.

- All users of Class Dojo are to make themselves fully aware of the children who do not have permission to have their photographs shared on websites and social media from the school.
- Staff should not remove points from students. This is to promote the positive mind set within the school.
- Teachers are only to post on their class or year group story and not onto the whole school story. The whole school story will be posted to by a designated member of staff, or delegated to by a member of SLT, to ensure there is not any repetition of content.
- Should teachers receive any messages which they find inappropriate, they should see their line manager as soon as possible to report it.
- Support staff are not expected to actively message parents. If they are contacted by a parent, they must inform the class teacher of the communication.
- Information that is considered sensitive or private will be communicated with parents/carers only via the private messaging platform, not through Class Story or Student Story.
- It is not expected that you will need the app on your mobile device, please be mindful of the impact this may have on your personal time if you do decide to have the app on your mobile device.

Pupils:

- Children are expected to encourage their parents and careers to join the Class Dojo; they should be given the invitations and any update letters when sent out.
- Pupils should not have access to the app at home unless through their parental account. This avoids the children contacting staff through the app.
- Anything the child wants to share with the teacher should be done via their parent/ carer.

Parents:

- Parents are expected to download the app in order to keep up to date with their child's education.
- Parents are expected to keep an eye on their children's use of social media and therefore not allowing their child/children to use the app.
- Pictures posted on the class dojo are for the celebration of what we have been doing in the school, these pictures are not to be screenshot/downloaded to their phone or any other device. Pictures should not be posted on other forms of social media.
- If contact requires an immediate response then parents are expected to call the school office.
- Absences, illnesses or changes of afterschool arrangements are still to be sent via the office.
- Please use the normal lines of communication, such email or call the school office and parent link on the playground. We cannot guarantee that the class teacher will reply to any message sent via Class Dojo.
- Parents will be able to comment on posts made, it is expected that parents view this page as a work environment and the upmost respect is expected.
- If misused parents could be removed from the service.

Monitoring and review:

The use of class dojo will be reviewed every 6 months by SLT.

Other documents and appendices:

Parents code of conduct.

Governor approval date:

Next review date:

Parent code of conduct

Please read the expectations below for the use of Class Dojo. All parents/guardians are expected to adhere to the guidelines to ensure the correct use of Class Dojo.

Parent/Guardian expectation:

- I will download the free app in order to keep up to date with my child's education.
- I will keep an eye on my children's use of social media and therefore not allow my child/children to use the app unsupervised.
- Any photo posted on Class Dojo is a celebration of my child's learning and I will not screenshot/download onto my phone or any other device.
- I will ensure that no photograph posted on Class Dojo is shared on any other forms of social media.
- I will view the class story page as a work environment and show the upmost respect with any comment I post.
- If I require immediate response from the class teacher or another member of staff I will call the school office.
- I will inform the school office of any absences, illnesses or changes of afterschool arrangements and not through the messaging service on the app.
- In first instances I will use the normal lines of communication, such email or call the school office and parent link on the playground. The school cannot guarantee that the class teacher will reply to any message sent via Class Dojo.
- If I misuse the service I understand I will no longer have access to Class Dojo.