

Class Dojo Policy

Swanbourne CE School

Mursley CE School

Drayton Parslow Village School

Kingfishers Pre-School (Mursley)

(In this policy known as the Three Schools)



This policy was agreed by the Governing Body– **July 2023**

The policy is to be reviewed by – **July 2025**

(Copies of this policy are available for staff, parents, visitors and volunteers on request from the school office)

Class Dojo Policy

Introduction

We believe that an effective partnership between home and school is beneficial in supporting children in their learning. To support this we utilise Class Dojo from EYFS to Year 6.

Class Dojo is a communication application (app) which connects parents/carers and teachers.

Teachers and Teaching Assistants (If directed by class teacher) use it as a communication platform to encourage children and to get parents/carers engaged in their children's learning.

Teachers and Teaching Assistants (If directed by class teacher) 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 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 in their journal and responding to tasks and feedback from their teacher.

Parents/carers can be kept informed of class events and see evidence of their child's work and learning environment and can communicate with teachers via 1:1 messaging.

Aims

1. To establish effective communication links with parents/carers.
2. To support and enhance homework and remote learning.

Teacher Responsibilities

- Teachers are expected to access their Class Dojo account via the website www.classdojo.com and also download the free app onto their school laptop or iPad – **Not via personal devices.**
- Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which has to be appropriate and relevant, is at the discretion of the teacher. The following should be a minimum though:
 - Reminder posts about swimming/PE days/homework deadlines and/or other important class events such as visits or assemblies.
 - Daily Behaviour Reports for pupils who are currently on a Personal Improvement Plan to support their behaviour - As agreed with parents and depending on the individual's PIP.
 - Weekly celebrations of work should be shared either individually to parents or via the class newsfeed.

All members of staff using Class Dojo are asked to set a 'quiet hours' on their page, this is when messages will not be responded to, as they are out of the designated hours. **The agreed quiet hours are between 5:00pm and 8:00am Mondays to Friday, and all-day Saturday and Sunday.**

- Teachers should 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 discussion or face-to-face meeting is more appropriate.
- Teachers must be fully aware of the children who do not have photo permission to have their images shared on Class Dojo, and ensure that these children do not appear.

Parent/Carer Responsibilities

- Agree to follow the Parent User Agreement Form (appendix 1) before using Class Dojo.
- If you have any questions, queries or concerns regarding your child's learning or well-being, message your child's teacher on Class Dojo and they will keep in touch with you.
- General administration enquiries should always go through the school office, including:
 - Absence (such as medical appointments)
 - Sickness
 - School meal enquiries
 - Complaints
 - Wraparound / club queries
 - Urgent messages (e.g. collection of children)
 - Matters relating to the Friends of The Three Schools
- 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 back to the message during the 'quiet hours'.
- Parents and carers should be aware that teachers will not necessarily respond to message straight away, but will endeavour to do so **within 24 hours during working days only**. They may not read or respond to the message that you have sent until the end of the day due to their teaching commitments.
- 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 contact your child's school office.
- Parents 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.
- It is always best to speak to us in person at the beginning or end of the day if you have a message or query. However, if this is not possible parents/carers can use Class Dojo to message the class teacher.
- Parents must be polite and respectful when messaging teachers or commenting on the class news feed. Any inappropriate comments will be removed/blocked and the service may be removed.
- If parents / carers do not wish for their child's photographs, they must indicate so on the Photo and Media Consent Form (available from the school offices and in the Admission Pack).
- Parents / carers cannot share photographs, messages or work samples published on Class Dojo on their personal social media accounts as this would be a breach of privacy.
- We hope that parents will use Class Dojo to regularly submit evidence of their child's learning at home – EYFS only.
- Parents / carers will recognise that Class Dojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare pupil's work samples, digital recordings or photographs.
- Parents / carers will understand that the number of posts will not be consistent from week to week and will be dependent on events that are happening in school. The number and content of posts may also differ across year groups.

Parents / carers who do not use the messaging system correctly will be reminded to use the service correctly. If this is repeated then they risk being removed from the online platform.

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
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-Safety policy
- Remote Learning Policy

Parent/Carer Class Dojo User Agreement Form (Appendix 1)

The Three Schools (Swanbourne CE School, Mursley CE School and Drayton Parslow Village School)

Parents/Carers must agree to the following in order to be a member of The Three Schools' Class Dojo account for their class;

- I have read and understood the The Three Schools' Class Dojo Policy.
- I am aware that any images of my child will only be posted on Class Dojo if I have provided consent.
- I am aware that all images posted on Class Dojo remain the property of The Three Schools and should not be reproduced. I agree not to copy or reproduce images, e.g. as screen shots, or post them on social media.
- I agree that any messages or information I send to the school will be positive, respectful and in keeping with the positive spirit of Class Dojo and the schools' policies.
- I understand that teachers will only access Class Dojo **Monday to Friday 8am-5pm**.
- I understand that teachers will not necessarily respond to message straight away, but will endeavour to do so within **24 hours during working days only**. They may not read or respond to the message that you have sent until the end of the day due to their teaching commitments.
- I agree not to post negative messages or raise serious concerns on the Class Dojo site. Should I have any complaints or concerns related to my child's education or care, I agree to contact my child's class teacher directly to raise the issue. If I wish to pursue the matter further, I shall use the stages identified in the school's Complaints Procedure and Policy.
- I agree not to share my password with anyone other than immediate family members, e.g. spouse.
- If I have any concerns, queries or questions regarding Class Dojo or any content posted on the site, I will raise them with the Deputy Headteacher or the Headteacher.
- I am aware that when using Class Dojo I will be subject to the Privacy Policy and any posted guidelines, policies or rules applicable to specific features of the Class Dojo Website or ClassDojo App. Details of the policy can be found on <https://www.classdojo.com/en-gb/terms/>

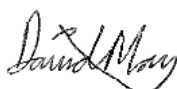
You may also be interested in watching the video in the link below which gives a brief, simpler explanation of some the security and privacy controls on ClassDojo. <https://vid.ly/7d4i1b>

The School reserves the right to deny further access to the school's ClassDojo account in the event of violation of these terms.

Signed Date

Parent of in Class

Signed on behalf of the school:



David May (Executive Headteacher)