

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 2026**

The policy is to be reviewed by – **July 2028**

(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.

As a result, we have introduced Class Dojo in EYFS to Year 6.

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.

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 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.

They can communicate with teachers via 1:1 messaging.

Aims

1. To establish more 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 or 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 trips or assemblies.
 - *Daily Behaviour Reports for pupils who are currently on a Personal Improvement Plan to support their behaviour.*
 - 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 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 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 discussion is more appropriate.
- Teachers must make themselves 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 on Class Dojo.

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, do feel free to message your child's teacher on Class Dojo and they will also 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'.
- 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/guardians 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 / guardians do not wish for their child's photographs, digital recordings or work samples to be published on Class Dojo they must indicate so on the Class Dojo Permission Form (available from the school office).
- Parents / guardians 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 / guardians 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 / guardians 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 / guardians 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 and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-Safety policy
- Remote Learning Policy

Parent/Carer User Agreement Form (Appendix 1)

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

Class Dojo Parent User Agreement Form

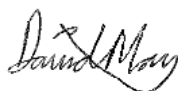
Parents/Carers must agree to the following in order to be invited to join The Three Schools' Class Dojo account for their class;

- 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 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 raise the issue using 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.
- When using Class Dojo you 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)