



ClassDojo

ClassDojo Usage Policy – Guidance and Expectations.

What is Class Dojo?

Class Dojo is an online tool used to assist Hill Top CofE Primary School and Nursery with:

- positive behaviour management
- parent and teacher communication
- the sharing of information on a class/ whole school level.

In order for Class Dojo to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers in order to keep Class Dojo as a positive tool. These stipulations will be annually reviewed to reflect the values of the school.

How does Class Dojo work?

Hill Top uses Class Dojo to communicate securely with parents/carers about their children online; this helps support the flow of frequent information from school to home. Parents/carers are sent a passcode which connects them to their child's account. The school uses Class Dojo to inform you of events, set reminders and send celebratory messages about learning and community activities.

We have adopted these three main elements from Class Dojo:

- Digital Sticker points - Pupils collect Dojo points from staff members when they show positive behaviours linked to our school rules and values e.g. listening, helping others, teamwork and perseverance. Parents can view the points that their child has earned.
- Class Story - a newsfeed that contains general class news, celebrations, reminders and updates.
- School Story - informing you of whole school events, sporting results and other whole school information and updates.

Class Dojo is free and works on any iOS/Android/Kindle Fire device or web browser. Parents/carers can read all Class Story posts in their preferred language instantly. Class Dojo is compliant with the GDPR and parents/carers give permission for the school to process their child's data on the system when they complete the data processing consent form. All information on Class Dojo is private between teachers, parents/carers and students. Information is never sold and Class Dojo permanently deletes children's personal information when they stop using Class Dojo. Teachers, parents and students can always access and delete their information at any time.

Parents/Carers and ClassDojo

Parents/carers can use a generated invite code to link with their child's class through the use of the ClassDojo app or website.

Parents/carers can message teachers, however a response will only be given during the hours of 8:00am- 4:30pm Monday-Friday. The rest of the time teachers 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 as soon as possible. They may not read the message that you have sent 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 not use the messaging tool to enquire about the progress of their child - we share this information at Parent/Teacher Consultation Meetings.

Parents/carers should only message their child's class teacher, or a member of SLT where appropriate.

When sending Home Learning and photographs of your children to either your child's portfolio or via a direct message, please ensure that the images are appropriate to share and do not breach safeguarding guidelines -children should be suitably dressed.

We aim, and parents should aim to keep the dialogue as professional as possible. For example:

Hiya luv, Johnnie has lost his fleece! Can you find it? He's been up all night and now he's kicking off Ty xx 😊

Good morning, please could you remind Johnnie to check for his fleece? He has lost it. Thank you.

The following matters should always go through the Reception desk or Office Class Dojo page and will not be responded to by teachers:

- Absence (such as medical appointments)
 - ParentPay related enquiries
 - Sickness
 - School lunch enquiries
 - Complaints
 - Urgent messages (e.g. collection of children)
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- Parents/carers should recognise that Class Dojo is a means to share **positive** understandings of the classroom and whole school learning. It should not be used to compare children's work samples, digital recordings or photographs.
 - Parents/carers should 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.
 - If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on Class Dojo they must inform the school office. Parents/carers should not share photographs, messages or work samples published on Class Dojo on their personal social media accounts due to a breach of privacy. Parents/carers who share private or confidential material or information may be removed from Class Dojo.

ClassDojo is only available to parents and children registered at the school. Parents are reminded that they should not take images from ClassDojo and post them elsewhere online. What is posted in Dojo stays in Dojo. Breaching this requirement will lead to account suspension.

Parents who do not use the messaging system correctly will be given one warning before being taken off Class Dojo.

Teachers and Class Dojo

- Staff should be aware of the working hours (Monday-Friday 8:00am to 4:30pm) surrounding Class Dojo and understand that parents/carers may message outside of these times. Teachers are asked to refrain from checking their messages outside of these working hours, as they will be marked as seen and this can be viewed by parents/carers.
- Should teachers receive any messages, images or comments which they find inappropriate, they should see a member of SLT as soon as possible.
- Should a staff member be unable to answer a question via the messaging system, they can ask the parent to phone the school directly.
- Any messages which refer to absences, sickness, progress etc, should be directed to the school office with a brief message.
- Teachers and support staff are encouraged to post updates on their class page- the amount is at your discretion and may include regular reminder posts about swimming/PE days/homework deadlines and other important class events such as trips or worships. In addition, celebrations of work should be shared either individually to parents/carers or via the class page.
- Teachers will regularly share messages and work samples via the Class Story page that promote positive understandings of class and whole school learning.
- Teachers will only use the first names of the children when posting pictures or messages on Class Dojo.
- Teachers will only reply to messages that they receive from parents of children within their class (or those that they are responsible for if they are carrying out PPA cover). They will ignore any messages received that do not follow this rule.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service. (Please familiarise yourself with Hill Top's Code of Conduct). Information that is considered sensitive or private will be communicated with parents/carers only via the private messaging platform, not through Class Story.
- All users of Class Dojo are to make themselves fully aware of the children who are in Local Authority care or who do not have permission to have their photographs shared on websites and social media from the school. Teachers will share photos, digital recordings, messages and work samples only for children whose parents/carers have given written permission that this information can be shared.
- Teachers cannot share content published on Class Dojo on their personal social media accounts due to a breach of privacy.
- It is not expected that teachers will need the app on their mobile device, as this could impact on their personal time.

Hill Top teachers, parents & carers who participate in Class Dojo agree to the terms of the Code of Conduct. If these terms are breached, the Headteacher of Hill Top CofE Primary and Nursery School will decide on an appropriate course of action.

Who should I contact?

ParentPay enquiries	Office via Dojo/telephone
Sickness/absence/Covid/First Aid	Office via Dojo/telephone
School trips and finance	Office via Dojo/telephone
Urgent messages e.g. collection of children.	Office via Dojo/telephone
School Dinner enquiries	Office via Dojo/telephone
Classroom enquiries	Class teacher via Dojo
Portfolio posts - wellbeing passport, achievements, homework.	Class teacher via Dojo
To arrange a telephone conversation with your child's class teacher.	Class teacher via Dojo
Small matters, e.g. lost property	Can be discussed with the class teacher before/after school or messaged on Class Dojo, if a quick reply is not needed.
Safeguarding	Raised by telephone via the school office who will put you through to the appropriate member of staff. Or Mr Martin or Mrs Ball via Class Dojo.
All complaints	Raised by telephone via the school office who will put you through to the appropriate member of staff.
Progress updates	Parents Evenings/Open Mornings/Shine Times or an arranged telephone call.