St Nicholas Primary School
ClassDojo Policy

****

**Introduction:**
At St Nicholas Primary School, 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. It has a reward component (Dojo Points) 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 engaging content including videos and interactive tasks for children to complete as part of their home or remote learning~~.~~ Parents 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.

2. To support and enhance home and remote learning. Staff 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 and iPad.

• 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:

* regular reminder posts about swimming/PE days
* home learning deadlines
* other important class events such as trips or assemblies.

• 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 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.

• It is not expected that staff will need the app on their mobile device, as we must be mindful of the impact this may have on their personal time.

• Staff 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.

• Staff must make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs 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/continue using Class Dojo.

• Complete the documentation to allow access to the app (Appendix 3)

• If you have any questions or queries, do feel free to message your child’s teacher on Class Dojo and they will also keep in touch with you via Class Dojo. You can still leave messages at the front office, send e-mails to the school office and communicate with the school. If a matter cannot be easily resolved via the messaging service the class teacher will arrange a phone call or meeting.

• 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 staff can be messaged by you at any time, they will not respond back to the message during the ‘quiet hours’. We respectfully ask that parents and carers do not message staff outside of the set hours.

• Staff 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 do follow the channels of communications that are in place (email to school office or message left on the school answer phone).

• Parents must be polite and respectful when messaging staff or commenting on the class news feed. Any inappropriate comments will be removed/blocked and the service may be removed.

• Parents must not use the messaging function on Class Dojo to persistently message staff (for example daily messages or numerous messages in one day that require a response each time).

• Parents must ensure that their child uses Class Dojo safely and support them in uploading evidence of learning.

**Failure to follow the rules set out above and in Appendix 1 will result in the following:**

• A reminder to use Class Dojo appropriately by class teacher
• A formal letter from the Headteacher
• Being removed from the Class Dojo platform.

**Pupil Responsibilities:**
• Agree and follow the school rules for Class Dojo (Appendix 2)
• Encourage parents to engage with Class Dojo
• Complete assigned tasks and respond to feedback on Class Dojo if needed

**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

**Appendix 1:
Class Dojo Parent User Agreement Form**

• Parents/Carers must agree to the following in order to be invited to join/continue to use St Nicholas Primary School’s Class Dojo account.

• I have read and understood the school’s Class Dojo Policy.

• I give permission for my child to use Class Dojo.

• I agree to the school posting pictures of my child, their work and positive comments about my child on Class Dojo, which could be viewed by other members unless I have stated otherwise on my photo permission form, held by the school office.

• I am aware that all images posted on Class Dojo remain the property of St Nicholas Primary School 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, infrequent and in keeping with the positive spirit of Class Dojo and the school policies. I understand that teachers will only access Class Dojo Monday to Friday 8am-5pm and I will wait up to 48 hours for a response before contacting again.

• I agree not to post negative messages or raise issues or 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 talk to the staff member in person or raise the issue using the stages identified in the Trust’s Complaints Policy. (Note – This policy is available on the school website or in person from the school office.)

• 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 Head of School or Assistant Headteacher.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 2:**

**Appendix 3:**
This year we will be encouraging positive skills, like perseverance and teamwork, with ClassDojo. We will also rely on it to communicate with one another: instantly sharing messages, updates, events, and photos from class. It’s simple, secure, and gives you a window into their school day.

You can use it on any device: it is a simple, free mobile app for iOS and Android, and can also be accessed from your computer at classdojo.com. I’ll need your email address or mobile phone number to invite you. Our class goal is for every family to fill out and return this slip by Friday 27th October.

Please send my ClassDojo invite to:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_