

CATCOTT PRIMARY



CLASS DOJO POLICY

'...where learning takes you to greater heights...'

Approved by:

H Lintern

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ClassDojo is an online tool which offers many useful features including behaviour management, parent/carer and teacher communication as well as class/school newsfeeds. Catcott Primary School will use ClassDojo for all of these features. To ensure we are able to safely utilise what it has to offer, it is important that all users are aware of the following rules and expectations. ClassDojo 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 ClassDojo is private between teachers, parents/carers and students. Information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo. Teachers, parents and students can always access and delete their information at any time.

The following policy refers to the use of Class Dojo as a home-school communication and remote learning tool.

Aims:

- To ensure key information relating to school life or classes is shared quickly and efficiently.
- To maintain the community relationship between Catcott and families so that school continues to be an active presence in their lives in the event of children needing to self-isolate.
- For children to continue having a sense of being a part of their class, in contact with teachers and the life of their peers.
- For teachers to provide engaging activities and resources linked to the school curriculum to ensure learning is not disrupted
- For teachers to provide support for children in continuing with home learning through daily updates, portfolios and messages
- To monitor completion of set tasks and provide feedback
- To support children in using online communication media in a positive and appropriate way that is beneficial to their lives.

How does Class Dojo work?

- We use the ClassDojo App to communicate securely with parents/carers about their children online. The app offers a Facebook style interface which manages the flow of frequent information from school to home.
- Parents/carers are sent a passcode which connects them to their child's account - we use ClassDojo from Year R all the way through to Year 6.
- Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar (monster) as well as view their points. Please note, children do not have access to use messaging services through ClassDojo.

- It provides an easy way for you to join the conversation. It is secure and personal to our school and provides information in an easy-to-use format similar to Twitter and Facebook.
- We will use ClassDojo to keep in touch with you about school events, send reminders, send celebratory messages about learning and community activities

Class Dojo has three main elements that we will be using:

- Dojo points - Pupils will collect Dojo points from staff members when they show positive behaviours linked to our values and school rules such as: sharing, kindness, being helpful, listening, ready to learn, achievement, collaboration and behaviours linked to the thinking skills. Please see our Behaviour Policy for further details.
- Class Story - general class news and celebrations, reminders and updates.
- School Story - news from across the school, on the day it happens, informing you about whole school events, sporting results and other whole school information and updates.

Pupils and Class Dojo

- Pupils will be awarded Dojo points when they show positive behaviours such as: sharing, helpfulness, good listening, being ready to learn, achievement, collaboration and behaviours linked to our school values. They may also be awarded points for additional work they complete at home.
- Dojo points will not be taken away for negative behaviour.
- Each class teacher will decide how Dojo points will be collated and rewarded, appropriate to age.
- Children do not have access to messaging services through their student accounts.
- Children must not access their parent's account or use it to send messages to their teachers. - Pupils should not ask for Dojo Points; staff will be on the lookout for pupils who demonstrate the desired positive behaviours.

Teachers and Class Dojo:

- Teachers will be encouraged to award Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning.
- Dojo points are not taken away for negative behaviours.

- Staff should be aware of the working hours (Monday-Friday 8.30am to 4pm) surrounding Class Dojo and that parents may message outside of these times.
- Teachers should not feel pressurised to check or respond to messages outside of the above time frame and are encouraged to activate 'quiet hours' on their account.
- Should teachers receive any messages which they find inappropriate, they should report them to a member of the Senior Leadership Team immediately so that they can take appropriate action.
- Should a staff member decide that Class Dojo is not a suitable way to respond to a question/concern, they may instead decide to telephone parent or organise a formal meeting.
- Should safeguarding or wellbeing concerns be raised through the use of the platform, teachers are responsible for ensuring that they are recorded on CPOMs and reported in line with our Safeguarding Policy.
- Teachers and support staff are encouraged to post updates on their class page - the amount is at your discretion, with a minimum requirement of 1 post a week and may include regular updates of the learning taking place in class, 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/carers or via the class page.

Parents/Carers and Class Dojo

- Parents will receive an introductory letter to demonstrate the benefits of Class Dojo and how it works within the school.
- Parents can use a generated invite code in order to link with their child's class, either through the use of the smart phone app or the Class Dojo website.
- Only parents or legal guardians will be given access codes to Class Dojo.
- By using our school Dojo site, you agree to the terms set out in this usage agreement.
- Parents can view the total of number points their child's received along with the reason they have been given.
- Within the app or website, parent accounts also have access to both a whole- school and class newsfeed where you will find important information posted by staff. Parent accounts also have the facility to send messages to members of staff, however the following stipulations apply:
 - Parents may message class teachers at any time, however there is no expectation for teachers to reply outside the hours of 8.30am-

3.30pm. This is essential to safeguard the wellbeing and work-life balance of our staff.

- The following matters should always go through to our Main Office and are not the responsibility of teachers to be passed on: absence, sickness, school dinner enquiries and complaints.
- Parents should not use this messaging tool to enquire about the progress of their child on any level but can use it to arrange a meeting with class teachers to discuss any questions they may have.⁵
- Parents who do not use the messaging system correctly will be given a warning should the service continue to be misused; they will be removed from the platform.
- Parents should look at the newsfeed regularly to keep up to date with messages, school events and information.
- Parents must make sure that children cannot access their parent account and are not able to send messages under their name.

Teachers will aim to reply as soon as possible to messages sent during school hours (9.00am-3.30pm) however, please be aware that any message sent during school hours may not be received immediately due to teaching commitments. If you require an urgent response, please contact the school office. Any information regarding pupil absence should be forwarded to the school office.