

SAINT JOHN'S

# Class Dojo Policy

Designated Member of Staff	Deputy Head
Date of Issue	Autumn 2021
Frequency of Review	Every two years

Issue Number	Issue Date	Summary of Changes
1	January 2022	Review and re-formatting of the policy
2	June 2023	Review of the policy
3	January 2025	Review of the policy

Class Dojo is a digital classroom management tool. We use it at Saint John's to communicate more effectively with parents/carers. Staff can communicate with parents/carers on a 1:1 messaging service or via the class page where general class messages can be shared. Staff are not able to reply to communications immediately through Class Dojo. Parents or carers who need information that requires a more immediate response should telephone the school office. Dojo does not replace face to face discussion or messaging through the home/school diary. Parents/carers are welcome to 'like' shared photographs of class activities.

The overall aim of Class Dojo is to establish more effective communication links with parents and carers.

#### Expectations for Staff:

- Class teachers create a Class Dojo account via the website [www.classdojo.com](http://www.classdojo.com) and ensure that the free app is installed onto their school iPad.
- Class teachers send out invitations to the parents/carers in their class, and regularly encourage join-up.
- Office staff ensure children who join school mid-year are inducted to Class Dojo and allocated to the correct class.
- Teachers/ TAs post updates on their class page; the amount being at their discretion and not to impact the teaching and learning of the children on a daily basis.
- Class teachers to set a 'quiet hours' on their page. This is where parents/carers are informed that you may not read or reply to messages out of the designated hours.
- Class teachers/TAs reminded to ensure the Acceptable Use Policy is followed when communicating via Class Dojo.
- Class Dojo users to be make themselves aware of the non-media children.

#### Expectations for children:

- Children are expected to encourage their parents and carers to join Class Dojo; they should be given the invitations and any update letters when sent out.


#### Expectations for Parents/Carers:

- Parents/carers are expected to communicate via Class Dojo in a respectful manner, understanding that staff will not be able to respond immediately.
- Parents/carers should be aware that more sensitive areas of discussion may need to take place in another, more suitable forum.
- Parents/carers should be aware that it is natural that posts are more frequent in the younger years to ensure that parents/carers are able to see children settled and engaging in the school environment and whilst children are less able to explain what they have been doing. In Key Stage 2, Class Dojo posts are less frequent as the children become more independent and mature.
- Parents/carers are encouraged to share exciting achievements from home with school.

Monitoring of the Policy:

It is the responsibility of all members of staff who use Class Dojo to ensure it is used according to this policy. The Strategic Leadership Team have access to each class page to allow them to monitor the implementation of the policy expectations.

Please see below a poster which outlines expectations for all staff, children and family members.

<u>Dos</u>	<u>Don'ts</u>
<ul style="list-style-type: none"> <li>√ Treat the messages as professional emails, rather than text messages or social media e.g. emojis.</li> <li>√ Ensure all questions and comments are pertinent to your child.</li> <li>√ Please check regularly as we post updates. We strive to give as much notice as possible but sometimes things can change quickly.</li> <li>√ Share in-school and out-of-school learning and achievements e.g. musical instrument exams.</li> </ul>	<ul style="list-style-type: none"> <li>X - Use Class Dojo to report your child as absent. Please contact the school office directly.</li> <li>X - Post comments as complaints about the school or teachers. Please refer to policies on our school website for this.</li> </ul> <div data-bbox="874 943 1442 1137" style="text-align: right; border: 1px solid black; padding: 5px;">  <span style="font-size: 2em; font-weight: bold; margin-left: 10px;">ClassDojo</span> </div>
<p style="color: red;">Staff aim to respond to messages received within 24 hours but please be patient; we often do not look at Class Dojo during the school day and regular meetings, marking and staff work-life balance can mean we do not get a chance to look at them until the next day.</p> <p style="color: red;">If you have a question, query or concern, your child's class teacher (rather than the TA) is your first port of call. If your message is urgent, please speak to the office directly.</p>	