



SAINT JOHN'S

# Class Dojo Policy

**SPRING 2021**

Designated Member of Staff	Deputy Head
Committee with responsibility	Curriculum and Standards
Date of Issue	Autumn 2021
Frequency of Review	Annual

Issue Number	Issue Date	Summary of Changes
1	January 2022	Review and re-formatting of the policy

Class Dojo is a digital classroom management tool. We use it at Saint John's to communicate more effectively with parents. Staff can communicate with parents 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 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 are welcome to 'like' shared photographs of class activities.

**Aim: To establish more effective communication links with parents.**

Expectations for Staff:

- Class teachers create a Class Dojo account via the website [www.classdojo.com](http://www.classdojo.com) and also download the free app onto their school iPad.
- Class teachers send out invitations to the parents in their class, and to regularly encourage join-up.
- Class teachers add children new to class partway through the year.
- 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 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 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.

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. Monitoring of the policy will be by Senior Leaders who may ask to view the Class Dojo page at regular intervals to ensure the policy is being adhered to.