



Ysgol yr Holl Saint All Saints' School



Class DoJo Policy

Equality Act Impact Assessment	YES	NO	January 2021
Last Review Date	February 2024		
Date to be reviewed by Senior Management Team	February 2027		
Date Adopted by Governing Body			
Head Teacher - Mr Richard Hatwood			
Chair of Governors – Mrs Jane Tinniswood			



Introduction

Effective communication between home and school is essential to supporting pupils in their learning. Class Dojo is a communication application (App) which runs across the whole school and connects parents/carers, teachers and pupils.

It allows people to share photos, videos and messages and enables everyone to work together as a team, share in the classroom experience and bring ideas to life in their classrooms and homes. Within Foundation Phase, Class Dojo is also used to further enhance the current effective Behaviour Policy. Throughout the day, pupils can be awarded positive Dojo points or 'needs work' points. Parents/carers are able to view these at home and discuss any matters raised with their child, therefore creating a join effort towards promoting positive behaviours within school.

Aims:

- To establish more effective communication links with parents/carers.
- To enhance the effective use of the school Behaviour Policy.

Expectations for Staff

- All teachers and teaching assistant are expected to create a Class Dojo account via the website www.classdojo.com and also download the free app onto their school iPad.
- All teachers are expected to send out invitations to all parents/carers in their class and regularly encourage parents/carers to sign up.
- All teachers and teaching assistants are encouraged to post updates on their class page at least once a week. The amount is at their discretion but needs to include reminders of special events, homework deadlines etc.
- All members of staff using Class Dojo must set "quiet hours" on their page. This is where parents/carers are informed that messages will not be read or responded to out of the designated hours. The agreed quiet hours are between 5.30pm and 8.00am from Monday to Thursdays and then from 4.00pm on a Friday evening until 8.00am Monday morning.
- It is not expected that teachers or other staff will need the app on their mobile device. Staff should be mindful on the impact this may have on their personal time if they choose to do so.
- School staff must not engage in any conversations about personal matters via the class page or the messaging service. Where more lengthy dialogue is required, this should be carried out in a face-to-face manner or through telephone conversations with parents/carers.
- If school staff allow children to post their own work using portfolios, staff are to ensure they review the work before it is posted to ensure its suitability.
- All users of Class Dojo are to make themselves fully aware of the children who may not have permission to have their photographs shared on websites and social media from the school.

Expectations for pupils

- Pupils are expected to encourage their parents and carers to join Class Dojo. They should ensure they give parents/carers the invitations sent out.
- If pupils post work using their own portfolios, they must ensure that they are photographing or creating suitable content.

Expectations for parents/carers

- Parents/carers are encouraged to accept the invitations sent home and access the class dojo website/app.
- Parents/carers are encouraged to regularly talk about photographs/stories placed on Dojo with their child.
- Parents/carers are encouraged to make positive comments on pupils' work or photographs. If any negative comments are made on any public posts, the school has the right to delete the comments.
- In order to maintain the well-being of our class teachers, as well as ensuring they have a work life balance, we ask that parents and carers bear in mind that, although teachers may be messaged at any time, they will not respond back to the message during "quiet hours". These hours are outlined above.
- Parents/carers are to be reminded that Class Dojo communication must not be used as a replacement of the official process to report illness/absence, enquiries about playground incidents or be used as a replacement for parent/teacher meetings. Please remember, our school has an open-door policy, if you need to speak to a member of staff, please contact the school office.

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 that the policy is being adhered to.

Evaluation & Review

This policy will be reviewed by the Senior Management Team and Governing Body and adopted by the Governing Body as per the schedule on the front page.