



Class Dojo User Policy – Summerlea Community Primary School



September 2022

At Summerlea School we believe open communication between home and school is essential to supporting children in their achievements and attitudes to learning.

We use Class Dojo in every class to celebrate the achievements of our pupils. Class Dojo is a secure platform which connects parents/carers, staff and children. Staff use it as a communication tool to encourage children and to get parents/carers engaged in their children's learning. It has a reward component and a communication system. Class Dojo will also be used to support the school's remote education plan in the event of school closures.

Expectations of Staff:

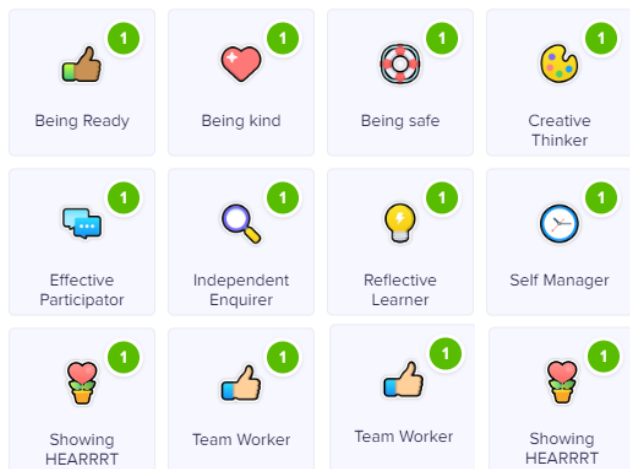
Teachers are expected to create a Class Dojo account via the website www.classdojo.com and download the app onto the appropriate hardware. Teacher job-share will have just one account for their class but add the second teacher as a co-teacher.

Learning Support Assistants can be added to classes by the lead teacher in charge of a class account.

Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to sign up.

Teachers are expected to add new children that join their class throughout the year as part of their induction.

Class Dojo points are to be used to reward agreed 'skills' at the staff's discretion. (The Key Three, Personal, Learning and Thinking Skills, Living the Values – Showing HEARRRT and a Class Target). The icons for these should be consistent across the school as shown below:



Staff are asked to post regular updates on their class page. The number of posts staff make and the content, which has to be appropriate or relevant, is at the discretion of the teacher leading the class account. However, regular reminder posts about swimming/PE days/home learning deadlines and/or other important class events such as trips or assemblies is expected. In addition, celebrations of work should be shared either individually to parents or via the class page.

Staff are expected to use Class Dojo in line with the school's remote education plan which includes uploading videos or links to material that teaches new content, and models key concepts to children working remotely. Staff are also expected to use Class Dojo as a way of offering feedback to pupils who are working remotely.

Staff should not use Class Dojo to raise a concern or communicate with parent / carers about an incident that has happened; this should be done face to face or by telephone.

Similarly, if parents or carers raise a concern or have a complaint via Class Dojo, staff are expected to acknowledge the message and contact the parent/carer directly.

The school reserves the right to delete any uploads, comments or messages that are deemed to be inappropriate or unsupportive.

Staff are expected to share key documentation such as ILPs, behaviour or care plans face to face with parents/carers so that these can be discussed and explained and **not** via Class Dojo.

All members of staff using Class Dojo are asked to set 'quiet hours' on their page; this is when messages will not be read or responded to out of the designated hours. The suggested quiet hours are between 6.00pm and 8.00am Monday to Friday. Weekends are also 'quiet hours'. Staff may read messages whenever they like, but there is no obligation to reply until they are in a position to do so.

It is not an expectation that staff will have the app on their mobile device. Some may choose to do so but they must be mindful of the impact this may have on their personal time. We encourage all staff to turn off notifications.

Staff are expected to engage in activities that support teaching and learning and not the day-to-day administration of school business - there is a separate School Story account that can be accessed by parents for this.

All images that are shared on class story must not show the faces of the children and children's surnames should not be shared (only initials).

Expectations of children:

Children are expected to encourage their parents and carers to join Class Dojo.

Children are expected to take increasing responsibility for uploading and commenting on their work as appropriate to their age and stage of development.

Children will make sure they ask permission of an adult before accessing Class Dojo at home.

Expectations of parent/carers:

If you have any questions or concerns about your child's wellbeing or learning, do feel free to message your child's teacher and they will also keep in touch with you via Class Dojo.

Please be mindful when you upload images to your child's portfolio that your child is suitably dressed and that you have considered what can be seen in the background.

If you have a concern or complaint we ask that you speak directly with the class teacher, or phase leader about it. However, you may message to say that you would like an appointment to speak to them either by phone or face to face. Please ensure that all messages are respectful.

We also ask parents / carers to choose their image for their Dojo login carefully so that it is appropriate for children too.

Communications with school about the administration of school business must be made to the office via the phone (01903 856783) or email office@summerleaschool.co.uk rather than through direct staff Class Dojo accounts, as should any urgent messages for the class teacher, the reporting of any absences or complaints.

In order to maintain the well-being of our school staff, as well as ensuring they have a work-life balance, we ask that you are respectful of the 'quiet hours'. Although messages can be sent by you at any time, we ask that you aim to send messages between 8 am – 6 pm, Monday to Friday.

Similarly, we ask that you only upload work to your child's portfolio between 8am – 6pm, Monday to Friday where possible.

Monitoring of the Policy:

It is the responsibility of all who use Class Dojo to ensure it is used according to this policy. Monitoring of the policy will be by Senior Leaders who may periodically view class pages as an opportunity to share good practice and to ensure that staff aren't being put under any undue workload pressure.

Author	Name	Date
	SLT	March 2020

Reviews	Name	Review Period: Bi-Annually
	Karla Strong	December 2021
	Vicky Galpin	April 2022
	Vicky Galpin	September 2022

Information Source	Name	Date
---------------------------	-------------	-------------

Change Control	Sections Amended	Author & Date
	Addition of statements around use of Dojo to raise concerns or complaints by either staff or parents	Karla Strong 24.11.2021
	Addition of statement around sharing of key documentation.	
	Addition of Living the Values – showing HEARRRT icon and dojo point	Vicky Galpin 25.4.22
	Addition of: right to remove comments, phase leader for concerns and messages being respectful	
	Removal of Remote Education engagement Dojo points from icons and reference to this in agreed 'skills' we give Dojo points for.	Vicky Galpin 23.9.22