



# Class Dojo Policy

## Newhall Infant and Nursery School

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# ClassDojo

## Introduction

At Newhall Infant and Nursery School, we believe that an effective partnership between home and school is beneficial in supporting children in their learning. As a result, we have introduced Class Dojo in all-year groups.

ClassDojo is an online tool that offers many useful features including behaviour management, parent/carer, and teacher communication as well as class newsfeeds. We also use ClassDojo for praising positive behaviours that we see in school.

- ClassDojo is free and works on any iOS/Android device or web browser.
- Parents/carers can also read all Class Story posts in their preferred language instantly.
- In order for the system to work efficiently and effectively, this document will highlight the expectations around use from teachers and parents/carers in order to keep ClassDojo as a positive tool.
- These expectations will be annually reviewed during and after the implementation of ClassDojo to reflect the values of the school.
- ClassDojo is compliant with the GDPR. All information on ClassDojo is private between teachers, school leaders, and parents/carers. Information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo. School Leaders, Teachers, and parents can access and delete their information at any time.

## Teacher Expectations

Teachers are expected to access their Class Dojo account via the website [www.classdojo.com](http://www.classdojo.com) and also download the free app onto their school laptop or tablet device.

Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which has to be appropriate or relevant, is at the discretion of the teacher. The following should be a minimum though:

- Reminder posts about PE days/home learning and/or other important class events such as trips or assemblies.
- Weekly posts celebrating the children's learning.

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, e.g evenings and weekends. (Designated hours for reading and responding to messages are between 8:00am-4:30pm Monday-Friday – term time only).

Teachers are not expected to respond to class dojo messages during learning time, and have up to three working days to respond to any messages that warrant a response. (Messages that do not require a written response may be followed up with a phone call or face-to-face discussion).

Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service.

Behaviour incidents, restorative conversations, accidents & injuries should be communicated in person or by phone call.

## Parent/Carer Expectations

All families are encouraged to sign up to Class Dojo as this will be the main source of communication for Newhall Infant and Nursery School.

In order to maintain the well-being of our class teachers, as well as ensuring they have a work-life balance, we ask that you bear in mind that although teachers can be messaged by you at any time, they may not respond back to the message during their 'quiet hours' and they have three working days to respond to all messages.

The following matters should always go through the main school office:

- Absence (such as medical appointments)
- Sickness
- School dinner enquiries
- ParentPay/general finance
- Complaints
- Urgent messages (e.g. collection of children)

Parents **must** be polite and respectful when messaging teachers or commenting on the class news feed. Any inappropriate comments will be removed/blocked and the service may be removed. **Any messages to teachers that are deemed inappropriate may result in your ClassDojo account being suspended.**

Parents/carers should be aware that an immediate response cannot be expected, as the main priority of staff is to teach, and a response will be given as soon as possible, within three working days.

Parents/carers should not use this messaging tool to enquire about the progress or behaviour of their child, but can use it to arrange a meeting with class teachers to discuss any questions they may have.

ClassDojo is only available to parents and children registered at the school. Parents are reminded that they should not take images from ClassDojo and post them elsewhere online.

## Leadership Expectations

Monitoring of the policy will be by Senior Leaders; *Shelley White (Headteacher, DSL), Claire Butler (Assistant Headteacher, DDSL) and Sophie Leatherbarrow (Online Safety Lead, DDSL)* who can view each Class Dojo page at regular intervals to ensure the policy is being adhered to, and address any misuse with the relevant parties. Senior Leaders will regularly review the use of Class Dojo to ensure it is effective, efficient and respectful.

This ClassDojo Policy has been written in conjunction with the following policies:

Online Safety Policy

Acceptable Use Agreement

Communications Policy

KCSIE

Child Protection & Safeguarding Policy

Technical Security Policy

*(All of which are available to read at [www.newhallinfants.co.uk](http://www.newhallinfants.co.uk))*