



Class Dojo Policy

At Longshaw Community Junior School, we believe that effective communication between home and school is essential to supporting children in their learning. As a result, we have introduced Class Dojo.

Class Dojo is a communication application (app) which connects parents/carers, teachers and children. Teachers use it as a teaching and learning platform 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 is used alongside our other school reward/behaviour system, Trackitlights which is already fully established.

Each child uses an avatar, and teachers award dojos for excellent examples of home learning.

Teachers can use a range of media (smartphone, tablet or computer) to award dojo points. Each child's dojo can be displayed via a smart board, and parents, via their app, can see these. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared.

Aims:

- To establish more effective communication links with parents.
- To enhance the current effective behaviour policy
- To act as a learning platform for remote learning
- To act as a sharing platform for homework

Expectations for Staff:

- Teachers are expected to create a Class Dojo account via the website www.classdojo.com and also download the free app onto their school laptop or year group iPad
- Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to sign up. It is imperative that teachers remember to add new children that join their class throughout the year.
- Class Dojo points are to be used as an addition to Trackitlights the school's main behaviour system. They do not replace Trackitlights, but rather enhance the system already in place.
- 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.
- regular reminder posts about swimming/PE days/home learning deadlines and/or other important class events such as trips or assemblies. In addition, celebrations of work should be shared either individually to parents or via the class page.

- It is appropriate for teachers to use Class Dojo to engage with parents regarding academic matters only and to address any concerns or queries that may arise.
- All members of staff using Class Dojo are asked to set working hours on their page, this is when messages will be read or responded to in the designated hours.
These are: Monday to Thursday 8.30am - 4.30pm and Friday 8.30am - 3.30pm.
- It is not expected that teachers will need the app on their mobile phone, please be mindful of the impact this may have on your personal time.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service.
- In the event of a parent or child disclosing a safeguarding concern, this must be logged on CPOMS in the usual way
- All user of Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on websites and social media from the school.

Expectations for children:

- Children are expected to engage with Class Dojo, by completing any tasks set by the teacher and returning them at the expected time.
- Children must also take note of the agreed times to message teachers and ensure all questions and queries relate to the tasks set.

Expectations for parent/carers:

- If you have any questions or queries based on the task set, you can use Dojo to ask the class teacher.
- If you have a concern for any other reason you will need to leave messages at the office, send e-mails and communicate with the school in the same ways you use to.
- 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 though teachers can be messaged by you at any time, they will not respond back to the message during the 'designated hours' Teachers will not be able to respond to your messages on weekends and any other time outside of the stated period. If it is an urgent concern or query, please do follow the channels of communications that you would have done previously.
- The Class Dojo should not be used as a method to raise general complaints or queries about other aspects of school or as a general social media platform.

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.

Agreed September 2020