



Class Dojo

User Guidance

Maltby Redwood Academy

Date Last Reviewed: April 2020
Reviewed by: Academy Principal

AIMS & RATIONALE FOR USE

Class Dojo is an online platform that is designed to communicate securely between school and home. It is used widely across both primary and secondary schools in the UK successfully. The aims of this guidance document are:

- To establish more effective communication links with parents.
- To establish a positive behaviour management tool
- To ensure all users use Class Dojo responsibly (including school staff and parents)

An introduction to Class Dojo video can be found [here](#). These videos give an overview of what Class Dojo offers; please bear in mind we have tailored the services it offers to fit the needs of our school, so not all aspects that you may see in the videos will be in use at Maltby Redwood.

The Class Dojo app or website offers a social media-style interface which manages the flow of frequent information from school to home. It can be accessed through a smartphone or tablet app or through a desktop browser. Our Class Dojo account is only available to parents and pupils registered at Maltby Redwood and children will bring home an individual access code. This must not be shared.

The main uses of Class Dojo are as follows:

1. To communicate securely with parents and carers (whole school and individual messages)
2. To share home learning, general class news, celebrations, updates and reminders relating to the class
3. To share work with teachers that children have completed for feedback and inclusion in their learners' portfolio
4. To complement the rewards and sanctions in the academy Behaviour Policy

ACCEPTABLE USE

Whole School Story

Whole School Story will be used to send important whole-school messages to parents and carers. Documents such as letters and

information leaflets will be uploaded to the Whole School Story where they may be viewed and downloaded for appropriate use.

During periods of lockdown or whole school closure, the Principal will use Whole School Story to regularly update parents and carers on the situation.

The principal may also use Whole School Story to share good news stories from the wider school community and from Maltby Learning Trust.

The comments function will be turned off on Whole School Story.

Class Story

Teachers will use Class Story pages to share class-specific information. This page can only be viewed by parents and carers with a child in that class. The page may be used to share the current topic or book or give reminders such as PE days or any change to the timetable.

Parents and carers are able to use the comments function on Class Story, but abuse of this function will result in it being removed for all.

Messaging

The messaging function will be used to communicate between teachers and parents. Teachers are only expected to check for messages between 8.30am and 6.30pm Monday to Friday (no messages will be checked over lunch times). Quiet times will be set for the rest of the time. Teachers will usually respond to messages the same day but, this may not always be possible. Where messages are sent during quiet hours, they will be responded to during the next working day.

Class Dojo should not be used to send urgent messages to and from school. These must be sent via the school office in the usual way.

Teachers will not engage in any conversations about personal matters via the class page or the messaging service under normal circumstances. If parents or carers wish to speak to their child's class teacher about personal matters, this must be done via school email or school phone number.

During periods of lockdown or school closure, it may be necessary to communicate with class teachers using the messaging service and this is acceptable at those times where face to face contact cannot be made.

Teachers at Maltby Redwood will be accessing Class Dojo through school iPads or laptops. It is secure and personal to our school and provides information in an easy to use format similar to Twitter and Facebook. Class Dojo is compliant with the GDPR. Parents give permission for the school to process their child's data on the system when they complete the data processing consent form.

Parents are reminded that the screenshotting and sharing of any messages sent between teaching staff and parents is prohibited and will result in the suspension of the parent account.

Rewards and sanctions

Class Dojo can be used to track and share points with parents and carers. Positive points are given for our Star Learning Behaviours, which are:

1. Curiosity
2. Kind & Helpful
3. Persistence
4. Positive Attitude
5. Ready, Respectful & Safe
6. Redwood Citizens
7. Redwood Reads
8. Redwood Reflects
9. Above & Beyond
10. Redwood Citizens

Points will be deducted for:

1. A yellow card
2. A red card

In accordance with the behaviour policy

Please do not message teachers to ask why points have been deducted as this undermines the sanction imposed. It is more productive to have a conversation with your child about why a sanction needed to be given. There is no expectation for teaching staff to

respond to messages asking for explanations of the application of the behaviour policy.

Sharing and celebrating work

Teachers can share work with pupils - pupils can share their learning with their teacher. This celebrates the children's learning individually and can be extended to sharing learning with the whole class. Parents and carers will be able to see some of the work completed in classes – although please note it is not possible to share photos of every child, every week.

Use during bubble closures or further lockdowns

Should a 'bubble' close or school go into another lockdown (Covid-19) any learning expected to be completed at home will be shared via Class Dojo. Teachers will share resources and links for home learning. They will also share tasks to be completed at home. Pupils will be able to share their completed work with their teacher who will give feedback to the children on the learning they have completed every 2-3 days (or where practicable). Please be patient and understand that teachers are working hard to provide home learning and teach in school, as well as monitor Class Dojo and that during periods of closure, it may take longer than usual to respond to messages.

Residential Trips

Teachers may use the Class Story feature whilst children are on residential trips to share information with all parents. Teachers will not respond to individual parent messages or send individual parent messages whilst on residential trips. If parents have any questions whilst children are on residential trips these should be directed to the school office via a phone call.

ROLES & RESPONSIBILITIES

Teaching staff will:

1. Follow all safeguarding policies and staff code of conduct
2. Award points to children in their class as per guidance
3. Share weekly homework with children and parents
4. Share home learning during periods of lockdown

5. Display images in line with parental consent
6. Use Class Dojo in a positive manner to celebrate learning
7. Post images of learning in the classroom, school trips, residential visits, to share with parents
8. Be aware of online safety in regard to images of pupils
9. Use Class Dojo on their school iPad or school laptop and not on their personal devices.

Parents will:

1. Follow all safeguarding policies and parent code of conduct
2. To use images and house points to discuss with pupils about their learning
3. Provide positive feedback for their child by commenting on, or liking, their work
4. Not screenshot and share images or posts shared on Class Dojo via any form of social media
5. Use the whole school communication system; telephone, email to inform the school of important information about pupils

Class Dojo **must not** be used for:

1. Reporting absence - a telephone call is required
2. Complaints; these must be communicated with school in the usual way following the complaints procedure
3. Communicating messages to the class teacher; these must go through the office if they concern pick up or drop off of children to ensure messages are received in time.

Any parent found to be abusing the use of Class Dojo will have their access to the service suspended in the first instance and in severe cases, will have their access revoked.

By accepting the invitation to connect with the school Class Dojo account, you accept both their terms and conditions, and this user guidance.

Please read in conjunction with the following policies:

- Behaviour Policy
- Remote Learning Guidance
- Safeguarding Policy