



Use of Class Dojo Policy

Drumhillery Primary School

September 2020

ETHOS STATEMENT

Drumhillery Primary School

Learning, Caring, Achieving

As a school, we wish to uphold a positive image with all stakeholders; pupils, staff, parents, governors and community members. We strive to create an environment where there is mutual respect, where each person is valued as an individual and pastoral care is an integral part of education. Each pupil will be encouraged to fulfil his or her moral, intellectual, spiritual, physical, social, aesthetic and emotional potential.

Use of ICT allows pupils to gain confidence and ability in an ever-changing society and prepares them for the challenges of a rapidly developing and evolving technological world.

Background

Class Dojo is a digital classroom management tool designed to help teachers communicate more effectively with parents. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared. It also allows teachers to share what the pupils have been up to in class, enables pupils to show-off their work and celebrates success.

Aims

To establish more effective communication links with parents in light of Covid19

To share classroom successes

To send/share information regarding Homework and things to remember for class replacing home to school notes

To send activities as part of Home-Learning and Homework tasks

Expectations for Staff

- Teachers are expected to create a Class Dojo account for their class and download the free app onto their school iPad.
- Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to join up- please remember to add children new to your class part way through the year.
- Teachers are encouraged to post updates on their class page- the amount is at their discretion but should NOT post regular reminder posts about PE days etc as pupils should be capable of remembering these themselves. You may wish to provide information about other important class events such as trips. In addition, celebrations of work should be shared either individually to parents or via the class page.
- All members of staff using Class Dojo are asked to set a 'quiet hours' period on their page - this is where parents are informed that you may not read or reply to messages out of the designated hours. It is suggested that quiet hours are between 5.00pm and 8.00am, but this is at your discretion.
- It is not advised that staff use the app on their own mobile device but is at the teacher's discretion. Staff are asked to be mindful of the impact it may have on their own personal time if you do decide to have the app on your mobile device.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service.
- All users of Class Dojo are to make themselves fully aware of any pupils 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 encourage their parents and carers to join the Class Dojo; they should pass on the invitations and any update letters when sent out.
- Encourage parents/carers to check Class Dojo, especially if they know they have shared a special piece of work that day or know that important information may have gone out.

Expectations for parent/carers

- Sign up to Class Dojo when invited
- Message your child's teacher with any minor issues or queries or to request an appointment with the teacher.
- **Do NOT use Class Dojo to inform school of pupil absence.**
- Be considerate about the time and frequency of messages – teachers will not be able to respond during class teaching time or during 'quiet hours' (see below)

We would still urge you to contact school **via the school office** if the message is urgent as we cannot guarantee the teacher will see the message straight away – most do not access the apps during the school day.

Quiet Hours

All teachers using Class Dojo have been asked by the Principal and Board of Governors to set a 'quiet hours' period on their page. This means the teacher may not read or reply to messages out of the designated hours. Recommended quiet hours are between 5.00pm and 8.00am weekdays and all weekends and holidays but this is at the discretion of the teacher as they are aware of parents working etc. They may be travelling home from work themselves during 'open hours' so will endeavour to respond when suitable. We ask that parents respect the staff work-life balance.

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 staff, principal and governors at regular intervals to ensure the policy is being adhered to. Misuse of this platform of communication will lead to any party member being blocked.

Policy Written September 2020

Ratified by Board of Governors -

Review Date: September 2021