



Class Dojo Policy

MISSION STATEMENT
To be the best that we can be.

Our Ethos

The Northstead Community of staff, pupils and their families are committed to providing a nurturing and inspiring environment where everyone is safe, respected, supported and challenged.

Our Aims

We aim to;

- Treat everyone with respect,
- Build strong partnerships with parents and carers,
- Provide a welcoming, safe and stimulating school,
- Recognise and celebrate success in all aspects of school life,
- Develop individuals socially, emotionally, mentally and physically,
 - Foster a caring attitude towards our world,
 - Encourage and celebrate creativity,
- Create a school where everyone is happy, resilient, self-confident and encouraged to be, 'The best that they can be.'

Document Status		
Date of policy creation/review	Reasons for review	
21 Nov 2020	New Policy	
Responsible officer	Mr R Gay	Computing Leader
Signed and dated:		
Headteacher	<i>Jim Lidgley</i>	



Introduction

At Northstead Community Primary School we believe that effective communication between home and school is essential in supporting children in their learning.

As a result, Class Dojo is in use in every class to celebrate children's efforts and achievements. Class Dojo is a communication application (app) which connects parents/carers, teachers, teaching assistants, support staff and children. Teachers use it as a communication platform to encourage children and to support parents/carers engaged in their children's learning. It has a reward component and a communication system. Class Dojo has proved an invaluable form of communication for sharing and celebrating remote teaching and learning during national lockdown and periods of isolation and home learning for children during the Coronavirus (Covid-19) pandemic.

Teachers can use computers, laptops and iPads to give dojos throughout the school day. Each child's dojo can be displayed via 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 and maintain more effective communication links with parents.
- To enable remote learning to take place when necessary
- To enhance our behaviour policy.



Scope

This policy applies to all members of staff who have access to ClassDojo. This includes teachers, teaching assistants and any other individual who has access in line with their role at school. This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Online Safety Policy
- ICT Acceptable Use Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools
- Behaviour policy

Expectations for Staff

- All users of Class Dojo are expected to create their own individual Dojo account and use the app on their class computer and iPad.
- All users of the system are required to keep their password for Dojo private and secure.
- Teachers are expected to send out invitations to the parents in their class and regularly encourage any parents who are not connected to sign up.
- Users who are the 'owner' of the class pages (usually the class teacher) are required to share their class page with:
 - All members of the Senior Leadership Team
 - Their phase leader
 - Members of the Safeguarding and Inclusion Team
 - It is advised that teachers also share their class page with colleagues who work within the same year group.
 - Sharing a class enables colleagues invited to access Class Story, Dojos and Profiles but not the messages. Messages between staff and parents/carers are private.
- Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which must be



appropriate and relevant, is at the discretion of the teacher. The following should be a minimum though:

- Regular reminders about PE days, swimming, class trips.
- Any home learning activities and deadlines.
- Celebrations of work should be shared either individually using the Portfolio or via the whole class Story page.
- Friday afternoon summary: Work completed, special mentions, class reading book shared, Star of the week along with reminders and notices for the week ahead.
- Members of staff who work in different classes and/or job share have a responsibility to share any important information they receive via the messaging service relating to children they have shared responsibility for.
- Members of staff using Dojo are asked to set 'quiet hours' on their page. This is when messages will not be responded to out of the designated hours. The agreed quiet hours are between 6:00pm and 8:00am Monday to Thursday and 6:00pm Friday through to 8:00am Monday.
- It is not expected that teachers will need the app on their personal mobile device. Any member of staff who chooses to install the app on their own device is required to ensure that the device used has its own passcode. They need to be mindful of the impact this may have on their personal time.
- All members of staff are respectfully reminded not to engage in any conversations about personal matters via the class page, profile messaging service.
- All users of Dojo are to make themselves fully aware of the children who do not have permission to have their photographs shared on Dojo.
- Any member of staff who receives any communication via Class Dojo which concerns them regarding the safeguarding and welfare of any child has a duty to inform the relevant members of staff immediately (Safeguarding Team and Senior Leaders).



Dojos as a reward system

- Dojo points are to be used to celebrate achievement and effort. It is expected that all children will average around 25 Dojos a term.
- When children reach the milestones of 25, 50 and 75 Dojos then a member of SLT will award a certificate.
- When all children in a class reach 25, 50 and 75 Dojos, then a whole class reward will be given. The activity chosen will be at the discretion of the class teacher.

Class Dojo during Covid-19 pandemic

- Where entire classes are having to isolate then learning tasks should be primarily shared in the story page. Children can then share their work using their portfolio. Any differentiated or child specific work/task should be shared via their portfolio.
- Home learning tasks for children self-isolating (whilst their class is still in school) should, wherever possible, be uploaded and communicated using the portfolio section of Class Dojo. This enables members of staff other than the class teacher to see what has been communicated. This enables multiple colleagues to support, guide and encourage any child who is working at home.
- Any urgent out of hours messages relating to positive cases or Covid-19 and the necessity to self-isolate should be emailed to:
parents@northstead.n-yorks.sch.uk



Expectations for children

Children are expected to encourage their parents and carers to join Class Dojo. They should be given invitations and any update letters or emails as necessary.

Children working from home during class or self-isolation are expected to download work set via their portfolio. Any work which can be shared should be uploaded back to their portfolio page.

Expectations for parents/carers

If you have any questions, queries or concerns, you can message your child's teacher on Class Dojo. You can still leave messages with the school via the office, phone or email.

Any urgent out of hours messages relating to positive cases or Covid-19 and the necessity to self-isolate should be emailed to: parents@northstead.n-yorks.sch.uk This email address will be monitored by evenings and weekends. During school hours please contact the school office (01723) 362249.

We are mindful of the well-being and work-life balance of our class teachers and support staff. We ask that you bear in mind that though colleagues can be messaged by you at any time, they are not expected to message you back during 'quiet hours' or school holidays.