



CLASSDOJO POLICY

ACADEMIC YEAR 2025/2026

HEADTEACHER: MR K RONDEAU

LOVING, GROWING and SUCCEEDING TOGETHER

WHY?

Effective communication between home and school is vital in supporting children with their learning. Our school vision of 'Loving, Growing and Succeeding Together' is key to our school community. We work with one another, for one another; our aim is for Class Dojo to support children and families with an easy and effective way of communicating with the school.

HOW?

We have introduced Class Dojo in every class to enable children and families to communicate and connect with the school on a safe and a secure platform. The use of Class Dojo will support and compliment the school's current remote learning offer and will enhance this by enabling daily communication between school and families so that we can provide feedback, showcase learning and communicate key messages.

EXPECTATIONS OF STAFF:

- Create and maintain Class Dojo accounts via the website www.classdojo.com or download the app on to your device. (There is no expectation for staff to download the app onto personal devices as we are mindful of work/life balance and security of pupil information)
- Ensure all families and children in your class have signed up to Class Dojo and have access to the app
- Post regular updates on class pages to ensure consistent communication with their classes. The number of posts teachers make and the content, which has to be appropriate or relevant, is at the discretion of the teacher. However, regular reminder posts about deadlines for 'must-submits' swimming, PE days and/or other important class events such as trips or assemblies is expected.
- Feedback, including positive praise of work should be shared either individually to children and parents or via the class page.
- All members of staff using Class Dojo understand that they can set 'quiet hours' on their page, this is when messages will not be read or responded to out of the designated hours. The agreed quiet hours are between 4.30pm and 8.00am. Teachers may read messages whenever they like, but there is no obligation to reply until they are in a position to do so.
- Teachers are expected to engage in activities that support teaching and learning and not the day-to-day administration of school business e.g. school dinner orders.
- All users 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.
- Ensure any new children that join their class throughout the year are added to Class Dojo
- If staff receive any messages which they find inappropriate, they should report this to a member of the Senior Leadership Team.
- Should any safeguarding or wellbeing concerns be raised through the use of Class Dojo, staff are responsible for ensuring that they are recorded on CPOMs and are reported in line with the school's Safeguarding Policy.
- Teachers will use Class Dojo to issue Dojo Points, which are aligned with the school's Learning Behaviours.

EXPECTATIONS OF CHILDREN:

- Children are expected to encourage their parents and/or carers to join Class Dojo; they should be given the invitations and any update letters when sent out.
- Use your login to showcase your home learning and get updates and important messages from your class teacher
- To ensure anything you post on Class Dojo is related to the activities set by your class teachers

EXPECTATIONS OF PARENTS & CARERS:

- Sign up to class Dojo using the website www.classdojo.com or download the app onto your mobile device. ClassDojo will notify parents/carers automatically whenever they receive a new private message, or when a new post is added to the Class Story, School Story, or their child's Portfolio.
- If you have any questions or queries do feel free to message your child's teacher on Class Dojo.
- Communications with school about the administration of school business must be made through the school office, rather than through the teacher account.
- In order to maintain the well-being of our class teachers and support staff, as well as ensuring they have a work-life balance, we ask that you bear in mind that though staff can be messaged by you at any time, they will not respond back to the message during the 'quiet hours'.
- Parents must ensure that their child does not access their Dojo account.
- Parents should look at the newsfeeds regularly, thus ensuring they are up to date with messages, events and information.
- Parent accounts also have the facility to send messages to members of staff. The following stipulations apply:
 - Parents and carers may message staff at any time, however there is no expectation for teachers to reply outside of 8am to 4.30pm and at weekends/holidays. This is essential to safeguard the wellbeing and work-life balance of our staff.
 - Absence, sickness and school dinner enquiries should be directed to the school office.
 - Concerns or complaints should be directed to the Headteacher or Deputy Headteacher and will be dealt with in line with the school's policy.
 - Parents will communicate in a manner that is courteous, respectful and polite.
 - If parents do not use ClassDojo correctly, which is to say that messages and/or comments are not courteous, respectful and polite, the school will issue a warning and, should they continue to misuse ClassDojo, they will have some accesses removed or may be removed from the 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 periodically view class pages as an opportunity to share good practice and to ensure that staff aren't being put under any undue workload pressure.