# St. Chad's C.E. (C) Primary School
# Class Dojo Policy

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

*All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the person of God may be complete, thoroughly equipped for every good work. (2 Timothy 3:16-17)*

**This policy is available on our school server, website and is available on request from the school office.**

**This policy will be reviewed in full by the Governing Body on a bi-annual basis.**

| | | | |
|---|---|---|---|
| **Signature** | *J Brennan*<br>**Joanne Brennan** | **Headteacher** | **Date: 23rd October, 2026** |
| **Signature** | *Z Comley*<br>**Zoe Comley** | **Chair of Governors** | **Date:23rd October, 2026** |
| | | **Renewal Date:** | **26th November, 2028** |

## Introduction

We believe that clear communication links between school and parents/carers is vital in providing our pupils with a positive and rewarding school experience. It is important that parents/carers have a channel of communication that enables them to reach out to our teachers and it gives staff an opportunity to share some of the amazing work taking place in class. It will also enhance our home learning provision for those isolating due to COVID. We believe that ClassDojo will not only help pupils and parents/carers to both engage in discussions about their day but it will strengthen our home/school links.

## Aims

- ✓ Enhance discussions at home about the school day
- ✓ Help to establish a more effective communication link with parents
- ✓ Showcase the amazing work that goes on at St Chad's
- ✓ Support and enhance our home learning offer.

## Expectations for staff

- Teachers are expected to create a ClassDojo account to use on their school computer and IPad and send invitations to all of their class and regularly encourage them to sign up.
- Teachers will continue to add new pupils who may join mid-year.
- Teachers are encouraged to post updates on their class pages and reminders for events. The amount of updates and information posted is at the discretion of the teacher.
- Teachers will send home learning where possible via ClassDojo for COVID isolation.
- As we are a school that champions mental health and a healthy work-life balance, teachers will not be required to respond to messages during weekends or out of school hours and will be encouraged to set 'quiet hours' on the app where they will not receive notifications. Teachers will respond to messages as soon as they are available during working hours, but please note that teachers take part in regular CPD and any safeguarding concerns/school

meetings will be prioritised over replying to ClassDojo messages. Teachers will not have the app on their personal devices as to maintain a healthy work life balance.

- Teachers will use the ClassDojo page to spread positivity and to share achievements such as awards and amazing work. Any behaviour concerns or breaking of school rules will be reported directly to parents either face to face or via telephone and not through the app. Messages that require lengthy responses will be responded to via telephone or a parent meeting may be more appropriate. We **do not** want ClassDojo to replace face to face or telephone conversations.
- Any safeguarding concerns or personal concerns must not be shared via ClassDojo.

**Expectations for parents/carers**

- If you sign up to ClassDojo you are agreeing to their terms and conditions. Please note that this is a US based app so ensure you have read their privacy policy carefully.
- If you have any questions, queries or messages of positivity, then do feel free to message your child's class teacher via ClassDojo. We do ask that you communicate via the school office if you have a concern/complaint as we feel in this instance a phone call/email will be more appropriate.
- Although you can send messages via ClassDojo at any time, the teachers will not receive these messages during their 'quiet time' or during teaching time. If you have any urgent concerns or queries, then please follow the communication channels that you would previously and contact the school office.
- Parents/carers must be polite and respectful when messaging teachers or commenting on the class news feed. Any inappropriate language or comments will be removed and your access to the app may be blocked.
- You must not share your log in details with anyone other than the account holder.
- No screen shots will be taken and shared publicly. If a screen shot is taken and shared, your account will be deleted.
- Parents/carers must ensure that their child uses ClassDojo safely and support them. Parents/carers must monitor them when uploading any work.
- Dojo do use advertisements and there is NO expectation for any parents/carers to purchase any upgrades or additional Dojo services. School use the free platform only.

**Pupil expectations**

- Agree to our school rules for ClassDojo
- Remember our eSafety training and apply this when working online/using online apps.
- Encourage parents to engage with ClassDojo
- Complete assigned tasks during bubble closure and respond to feedback.

**Dojo Leader expectations**

- Miss Derricott and the SLT will monitor each ClassDojo page regularly and ensure that this policy is being adhered to and address any misuse with the relevant parties.
- Miss Derricott and the SLT will regularly review the use of ClassDojo to ensure it remains an effective method of communication.

**Links to other policies/agreements**

- eSafety
- Parent/Carer Code of Conduct
- Behaviour
- Safeguarding
- Data Protection
- Acceptable Use
- Remote Learning