



## Orchard Primary and Nursery School

### Class Dojo Policy



#### **The aim of this policy is:**

##### **To ensure all users use Class Dojo responsibly (including school staff and parents)**

- To establish more effective communication links with parents
- As a positive behaviour management tool
- As a celebration of children's learning

#### **Rationale:**

Class Dojo is a digital classroom management tool designed to help our teachers to recognise positive behaviour and communicate more effectively with parents. It connects teachers with our parents and pupils to build amazing classroom communities.

Class Dojo is a great way for you to see in real time how your child is doing in school.

No more –

“What have you done today at school?”

“Nothing!”

Each pupil gets an avatar and teachers award Dojo reward points for things relating to our school learning behaviours, Creativity, Curiosity, Independence, Resilience, Respect, Teamwork. Or subject specific points like Reading, Maths, Spelling Star, Neat Handwriting etc

Teachers can use a tablet or computer to give Dojo points throughout the school day. Parents via their Dojo app can see these points.

The Dojo system runs alongside our Positive Relationships Policy (Please see school Positive Relationship Policy on the website)

#### **Why are we using Class Dojo at Orchard Primary School?**

- It is easy to use with a child-friendly interface
- It can be used to track and share learning behaviour and achievement points with parents
- Teachers can share work with pupils
- Pupils can share their learning with their teacher
- It can be used to upload photos and write comments
- It celebrates the children's learning individually
- It's an effective home school communication tool which can be used to support home learning.

#### **Communication**

Class Dojo aims to establish more effective communication links with parents. School staff can communicate with parents on a 1:1 messaging service, portfolios or via the class page where general class messages can be shared.

## 1:1 Messages

The messaging within Class Dojo is a great way to contact the class teacher/other adults associated with class to discuss any issues that may arise or to ask any questions you have.

### What Dojo should be used for from a parent's perspective:

- Notification of any issues that have arisen e.g. a missing hat/part of uniform;
- Queries about their child's learning or class matters
- You should not expect: **A response to Dojo messages outside of normal working hours.** (Please see quiet hours below)

### What Dojo should be used for from staff's perspective:

- Homework and related queries;
- General inquiries e.g. Is any parent able to assist at next month's excursion?
- Giving good behaviour/ achievement Dojo points;
- What we are working on in class/ class information

### What it is not used for:

- Replacement of absence phone calls/ notes. **You must let the office know of any absences.**
- A replacement for parent-teacher interviews.
- Complaints: once again, these should be dealt with personally via a phone call to the teacher or office.

## Messaging – Quiet Hours

All staff using Class Dojo have set 'quiet hours' on their page, this may mean the teacher may not read or reply to messages outside of the designated hours.

Quiet Hours are between 5.00pm and 8.30am weekdays and all weekends and holidays.

**We would still urge you to contact school via the school office if the message is urgent as we cannot guarantee the staff will see the Dojo messages straight away.**

Please also note that teachers working part-time in a job share role will respond to parents' messages on their working days.

## Messaging Headteacher

Mrs Chambers can be contacted during school hours if the message does not relate to class information/issues or concerns. These must be taken up by the class teacher.

During quiet hours and **urgent** messages can be sent directly to Mrs. Chambers. Mrs. Chambers will message back if an **urgent** response is required.

## **Class Story**

This gives you a great insight into what your child is doing at school. The class story can give you a 'Facebook style' timeline to see what activities have been going on in the classroom.

Teachers post updates on their class page i.e. reminders about PE days/ homework/ class learning and other important class events such as trips or assemblies.

In addition, on occasion celebrations of work will be shared either individually to parents or on the class page.

## **Positive Relationships Policy**

Class Dojo is our school's reward system. Each individual can be awarded Dojo points using an interactive system. This system can be seen by parents using their own individual Dojo app. The system works with iPads, Laptops, PC's and Mobile Phones. This system runs alongside our school's Positive Relationships Policy.

### **What Dojo should be used for from a teacher's perspective:**

- A way to model positive behaviour traits in the classroom by highlighting them and giving points
- Rewarding achievements for effort and work
- Reinforcing our school values and learning behaviours

### **What Dojo should be used for from a parent's perspective**

- As a way to track your child's positive behaviour
- To discuss Dojo points received in class

## **Milestones**

Pupils will receive a Dojo Certificate at each 25-point milestone.

At 150 points children will receive a book

Staff will never remove Dojo points, they will instead use the agreed school positive relationships policy guidelines to deal with unacceptable behaviour.

## **Portfolios**

Class Dojo gives teachers and students the ability to showcase their learning by adding photos and videos to their own digital portfolios. Teachers approve any posts before they are shared with parents. Once approved, only parent accounts connected to their student can see those particular posts. Parents and teachers can leave positive feedback in the form of a like and/or comments.

- Exceptional pieces of work will be uploaded to portfolios.
- In the event of Home Learning work must be submitted to pupil portfolios.

### **What Portfolios should be used for from a parent's perspective:**

- As a way to view and connect to your child's learning
- A way to comment and interact with your child's learning at school
- To upload any homework/ Orchard Reading Olympic challenges

### **What Dojo should be used for from a teacher's perspective:**

- To share student learning and growth within the classroom
- To create connection and discussion between parents and the child's learning in your class
- To leave positive feedback on student work

**Parents and carers are not permitted to share images shared on Class Dojo via any form of social media.**

### **School Story**

This gives you information about what is happening in school. It may alert you to events i.e. parents evening, special events, or it may alert you to an issue you need to be aware of or it may just celebrate something exciting that is happening in school.

**It is advised that parents log on to Dojo and check for any messages and updates on a regular basis.**

If you haven't already signed up to Class Dojo please do so by asking the teacher for an invite code. If you would like any more information about our Class Dojo please see your child's class teacher or visit <https://www.classdojo.com/>

### **Use of Class Dojo when a child/children; a bubble/bubbles; or school has to be closed for isolation**

Any learning expected to be completed at home will be shared via Class Dojo.

- Teachers will share resources and links for home learning
- Teachers will share tasks to be completed at home
- Pupils will be able to share their completed work with their teacher
- Teachers will give feedback to the children on the learning they have completed

## **Roles and Responsibilities**

### **Teacher's Role**

- ✓ To follow safeguarding policies and staff code of conduct
- ✓ To award Dojo points to their class as per guidance
- ✓ To share weekly homework with children and parents
- ✓ To share home learning during periods of lockdown
- ✓ Display images in line with parental consent
- ✓ To use Class Dojo in a positive manner to celebrate learning
- ✓ Post images of learning in the classroom, school trips, residential visits, to share with parents
- ✓ Be aware of online safety in regard to images of pupils

### **Parent's Role**

- ✓ To follow all safeguarding policies and parent code of conduct
- ✓ To use images and Dojo points to discuss their child's learning
- ✓ Provide positive feedback for the child by liking or commenting on their work
- ✓ Parents and Carers are not permitted to share images shared on Class Dojo via any form of social media
- ✓ To use the whole school communication system; telephone, email to inform the school of important information about pupils.

### **Acceptable Use**

Parents and Carers are expected to follow the School's code of conduct (found in the front of your child's yellow organiser) when communicating with school. Pupils will be expected to use appropriate language and show good behaviours when using Class Dojo.

Dojo is a positive communication tool and we ask that all staff are treated with the respect and behaviour that they show to all adults in our school community. Inappropriate language and behaviour will not be tolerated.

If there is inappropriate or misuse of the Class Dojo, the Headteacher will be informed and the school has the right to terminate Class Dojo with individuals or the whole school community.

### **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 the school based Class Dojo administrators and SLT.

**Links to other policies;**

- Positive Relationships Policy
- Remote Learning Policy
- GDPR
- Safeguarding Policy
- Child Protection Policy.