



Hebden Royd C.E. (VA) Primary &
Nursery School

Class Dojo Policy



Approved by:

Headteacher &
Governing Body

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The following policy refers to the use of Class Dojo as a home-school communication and remote learning tool.

1. Aims

- To ensure key information relating to school life or classes is shared quickly and efficiently.
- To maintain the community relationship between Hebden Royd and families so that school continues to be an active presence in their lives.
- For communication between teacher and parent regarding children's learning.
- In the event of children needing to self-isolate:
- If required, for teachers to provide engaging activities and resources linked to the school curriculum to ensure learning is not disrupted
- If required, for teachers to provide support for children in continuing with home learning through daily updates, portfolios and messages
- To monitor completion of set tasks (homework)

2. Process

Teachers:

- Request that children complete a journal in their portfolio detailing work that has been completed
- Teachers may post stories to Class Dojo to celebrate the learning taking place in class – however, there is no obligation for Class Teachers to do this.
- They may set tasks on the Portfolio - such as homework (spellings & times tables)
- Comment on work sent in by children when uploaded to portfolios

Parents/Pupils:

Comments:

- Children or parents can like the post of a teacher in the Class story.
- Children or parents may comment on a Class Story post with a positive comment. Example: 'It's fantastic seeing the great work everyone is doing!'

Portfolio:

- Post their classwork like poems, speeches, and artwork to their portfolio through photos and videos
- Posts must only be related to activities provided by the Class Teacher, any other submission will be removed
- Any work that is submitted to the Pupil's portfolio will only be accessible by the Class Teacher and the connected parents to that child's account.

Messages:

- All staff who have access to Class Dojo have the messaging facility, this cannot be disabled. However, we would ask that all messages sent by parents are directed to the Class Teacher and not the Teaching Assistant.

- Message your child's teacher if you need to let them know of any issues or anything related to your child's learning.
- Message your child's teacher if you have a small question or would like to find out something simple e.g. lost school jumper, bookbag or homework query.
- Do message your child's teacher on Class Dojo if your child has any minor worries, for example:
 - I found it hard to find home learning for Monday. Where can this be found?
 - How can I see the work my child has submitted to Class Dojo?
 - Where do I find the Class Story?

If your child is ill or has an appointment, then please contact the school office. Furthermore, if you wish to get in touch about something you or your child are not happy with then Class Dojo is **NOT** the platform to use. Contact the school office by phone [01422 842821](tel:01422842821) or email admin@hebdenroyd.calderdale.sch.uk and they will arrange for the Class Teacher to contact you.

If you do not feel that your query has been resolved satisfactorily, then please arrange to see Mr. Paton (headteacher) or Ms. Hannan (SENDCo) so that you can discuss matters further.

Only messages regarding the above will be replied to by the Class Teachers and they will aim to reply on the same day to messages sent during school hours (9.00a.m.- 3.30p.m.) Messages sent after 3.30p.m. will usually be responded to on the following working day.

3. Online Safety & Acceptable Use of Class Dojo

Online communication is a fact of modern life, and we are using Class Dojo to support a strong link between home and school that enhances children's school experience. We expect everybody to behave in a positive manner, engaging respectfully with the school and each other on Class Dojo, in the same way as they would face to face.

This positive behaviour can be summarised as being kind and polite and not making any posts which are, or could be, construed as rude, insulting, aggressive, bullying or otherwise inappropriate.

Class Dojo has been set up using parents' email addresses so that parents can use the app together with their child. This as a shared experience where they are modelling to and supporting their child in learning how to use online communication well.

4. Class Dojo's Acceptable Use Terms

1. You will not post unauthorised commercial communications (such as spam, promotional emails, or advertisements) on or through the Service.
2. You will not upload viruses or other malicious code, files or programs.
3. You will not collect, solicit or otherwise obtain login information or access an account belonging to someone else.
4. You will not bully, intimidate, or harass any User or use the Service in any manner that is threatening, abusive, violent, or harmful to any person or entity, or invasive of another's privacy.
5. You will not impersonate a Class Dojo for a School employee, or any other person, or falsely state or otherwise misrepresent your affiliation with any person or entity.
6. You will not copy, modify, or distribute any text, graphics, or other material or content available through the Service without our prior written permission, or if such content is a User Content, the prior written consent of such User.

If parents have a concern about school or pupil use of Class Dojo, please contact: admin@hebdenroyd.calderdale.sch.uk

Breaches of this policy will be dealt with in line with the school behaviour policy (for pupils) or code of conduct (for staff).

Further to this, where an incident relates to an inappropriate Class Dojo post by a member of the school community, we will contact the parent or staff member and delete the post / request that the post be deleted as appropriate and will expect this to be actioned promptly.