Class Dojo Policy for use in school and for Remote Learning

Winslow Church of England School

Last Reviewed on :	July 2026
Next Review due by:	September 2027

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 conducted by Senior Leaders who may ask to view the Class Dojo page to ensure the policy is being adhered to.

The information and protocols in this policy are designed to assist pupils, parents and teachers in the use of Class Dojo as a communication tool at Winslow CE School. This policy states appropriate and acceptable use.

What is Class Dojo?

Class Dojo is an online platform that is designed to communicate securely between school and home. It is used widely across both primary and secondary schools in the UK successfully. Please bear in mind we have tailored the services Class Dojo offers to fit the needs of our school.

Class Dojo has four main elements:

	Use when school is open	**Use during any form of lockdown/School Closures**
Dojo points	Staff will be using this to record House Points earned by each child. We celebrate this in school each week.	Staff will be using this to record House Points earned by each child.
Class Story	Teachers will use this element to share class activities and reminders each week.	Teachers will use this element to share home learning, general class news, celebrations, updates and reminders relating to the class.
Student Portfolio	This element can be used by pupils to submit their home learning. Teachers will use this element to give feedback to pupils about their work.	This element will be used by each pupil to share their home learning with their teacher. Teachers will use this element to feedback to each pupil.
Messaging	This element will not be used.	This element will be used to communicate between teachers and pupils.

The Class Dojo app or website offers a social media-style interface which manages the flow of frequent information from school to home. It can be accessed through a smartphone or tablet app or through a desktop browser. Teachers at Winslow CE School will be accessing Class Dojo through school IPads or laptops. It is secure and personal to our school and provides information in an easy to use format similar to Twitter and Facebook.

Class Dojo is compliant with the GDPR. Parents give permission for the school to process their child's data on the system when they complete the data processing consent form.

Our Class Dojo account is only available to parents and pupils registered at Winslow CE School. Parents are reminded that they should not take images from Class Dojo and post them elsewhere online. Breaching this requirement will lead to account suspension.

You can find out more about Class Dojo's Privacy Policy by clicking here.

Parents of children will be sent a passcode which connects them to their child's account.

Why we are using Class Dojo at Winslow CE School

- It is easy to use with a child-friendly interface
- It can be used to track and share house points in school
- 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 and this can be extended to sharing learning with the whole class
- It is an effective home school communication tool which can be used to support home learning
- Posts can be translated into 35 languages

How Class Dojo will be used at Winslow CE School

Teachers will use Class Dojo to communicate the following with parents and carers:

- Wow moments / information about work their child is proud of
- Homework their child is to complete
- Home learning should a 'bubble' close or school go into another lockdown (Covid-19)
- Maths/English Learning Walls

Use of Class Dojo during when a bubble or the school is closed

- 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
- Teachers will be able to access Teams to virtually meet with their class

Linking Teams and Class Dojo

Should the school or a 'bubble' enter another lockdown, the school will create a link to Teams for pupils to virtually meet their teacher. We will expect the following guidelines around safe and appropriate use of Teams to be adhered to:

- Parents must ensure they are in the same room as their child on the virtual call
- Parents must remain silent; the communication will be between the teacher and the pupils
- Children and families must not make negative or derogatory comments about other children or families
- No inappropriate language must be used by any member of the community
  (See Remote Learning Policy)

Roles and responsibilities

Teacher's Roles

- To follow all safeguarding polices and staff code of conduct
- To award house points to children in their class
- 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
- To post images of learning in the classroom, school trips, residential visits, to share with parents
- To be aware of online safety in regard to images of pupils

Parent/Carer's Roles

- To follow all safeguarding polices
- To use images to discuss with pupils about their learning
- Provide positive feedback for their child by commenting on, or liking, 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 or email to inform the school of important information about pupils. Parents can also speak directly to class teachers at am and pm drop off times.

The usual channel of communication with the school regarding absences, complaints and concerns is through the school office on 01296 712296 or email office@winslow.bucks.sch.uk

What Class Dojo <u>must not</u> be used for:

- Replacement of absence notes: an email to the school office, ParentMail or telephone call is required
- Enquiries about classroom or playground incidents. These must be communicated with school in the usual way via the school office on 01296 712296 or email office@winslow.bucks.sch.uk
- A replacement for parent-teacher meeting
- Complaints; these must be communicated with school in the usual way
- Communicating messages to the class teacher; these must go through the office
- **<u>Messages will only be replied to during periods of lockdown</u>**
- Quiet hours will be set during a period of school closure. This means teachers will not reply outside of the hours of 8.30am-3.30pm, with one hour for lunch. During this time parents and carers should expect that teachers will reply within 48 hours.

If you have safeguarding concerns this must be brought to the immediate attention of the Headteacher or Designated Safeguarding Leads (Mrs Tracy Thomas and Mrs Katie Epps).

Residential Trips

- Teachers may use the Class Story feature whilst children are on residential trips to share information with all parents.
- Teachers will not respond to individual parent messages or send individual parent messages whilst on residential trips.
- If parents have any questions whilst children are on residential trips these should be directed via the school office via a phone call.

Acceptable use

Parents and Carers are expected to follow the usual Code for Conduct when communicating with school. Pupils will be expected to use appropriate language and show behaviours when using Class Dojo. If there is inappropriate or misuse of the Class Dojo, the headteacher will be informed and the school has the right to terminate use of Class Dojo with individuals or the whole school community.

Teachers will use Class Dojo on their school iPad or school laptop and not on their personal devices.

Class Dojo points are used in the same way as House Points and teachers will award house points for the following areas:

- Showing Values
- Behaviour for Learning
- Keeping Ourselves Safe
- Teamwork

- Teachers will not use Class Dojo to manage unacceptable behaviour.
- Teachers are only expected to look at Class Dojo during the school hours between 8.30am and 3.30pm. Quiet times will be set for the rest of the day.
- Class Dojo should not be used to send urgent messages to and from school. These must be sent via the school office email in the usual way.
- Teachers will not engage in any conversations about personal matters via the class page or the messaging service. If parents or carers wish to speak to their child's class teacher about personal matters, this must be done via school email or school phone number.
- School will require consent to share photos on the Class Story page. If parents or carers do not give permission, teachers will not share child's images on the class page. Teachers may still upload photos to a child's individual story which their parent will be able to see and comment on.
- Teachers will sometimes use Dojo for non-essential class information e.g. trip reminders, asking for help, to highlight pupil achievements, or check letters have reached home.
- We will still operate on a 48-hour response turn around as we do per emails. Teachers may not be checking Class Dojo on the days they are teaching in school. Please be patient and understand that teachers are working hard to provide home learning and teach in school, as well as monitor Class Dojo.
- Any abusive, inappropriate or intolerant behaviour on Class Dojo will be reported and the login will be terminated.

Acceptable use specifically relating to periods of school closure

- Class Dojo will be used as the tool for setting home learning during periods of school closure.
- Tasks will be set via uploaded documents, and may be accompanied by a short teacher video if necessary.
- Children can take a photo of their work and upload it to their portfolio for their teacher to view.
- The teacher will acknowledge it by 'liking' it and may add an additional comment on some pieces of work.
- Parents and carers may use the messaging tool on Class Dojo **only during periods of school closure** to ask questions about the home learning set or seek clarification. Parents and carers must remember that teachers will be responsible for the needs of all pupils in their class and must not mis/overuse this tool.

Please read in conjunction with the following polices:

- Behaviour Policy
- Homework Policy
- Parent Code of Conduct
- Staff Code of conduct Policy
- Online Safety Policy
- Child Protection Policy