



St Chad's CofE Nursery and Infant School

Class Dojo Policy

School Leader: K Gilsean

Link Governor: N Iqbal

Policy Approved

Signed: N Iqbal

Date: 09.04.2020

Policy Reviewed

Signed:

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Date:



Statement of intent

At St Chads, we understand that we need to deliver a consistent approach in rewarding good behaviour (See Golden Behaviour Policy) and to continually provide a reliable communication link between home and school, which is easily accessible to all.

Class Dojo is a digital classroom management tool designed to promote and improve positive behaviour in school and communicate, more efficiently with parents.

The school is committed to:

- Promoting positive relationships.
- Providing precise information and useful links to social media and online platforms.
- Providing guidance and helpful support for home learning, based on our school curriculum through the learning platform.
- Notifying parent/carers about events in our class, year group, school, local and wider community.
- Checking that parent/carers have access to this online platform.
- Celebrating children's school learning linked to our school values and ethos.
- Providing positive praise and feedback for school and home learning (see Marking Policy)
- Creating a safe environment for parent/carers and staff members to communicate and share.
- Promoting a culture of praise and encouragement in which all children can achieve.
- Providing a consistent approach in rewarding good behaviour.

Aims

We aim for every person to follow our school ethos and LOVE promise:

LOVE God **LOVE** Neighbour **LOVE** Self *(Matthew 22:36)*

As a Church of England school, our school vision takes inspiration from and is deeply rooted in the Greatest Commandment:

"Love God with all your heart and with all your soul and with all your mind and love your neighbour as yourself".

Our school's core values of **love, friendship, compassion and respect** sit at the heart of our school community and underpin every aspect of school life, including our whole school policy for promoting positive behaviour.

Love: "Do everything with love". *(Corinthians 16:14)*

Friendship: "Encourage one another and build each other up". *(Thessalonians 5:11)*

Compassion: "Be kind to one another". *(Ephesians 4:32)*

Respect: "Treat others as you want to be treated". *(Luke 6:31)*

We aim to develop happy, confident, loving and caring children who look after and value themselves, each other and their world. We want every child to feel valued and special and flourish with their unique God-given talents in all that they choose to do.

We seek to be positive role models to our children, guiding and teaching them through our 'LOVE Promise'. We:

Look after our school and each other

Only ever do our best

Value everyone and remember our manners

Enjoy our learning!



Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2019) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Remote Learning Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behavioural Policy
- Accessibility Policy
- Marking and Feedback Policy
- Home School Agreement
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Acceptable Use Policy
- Staff Code of Conduct
- Children Missing Education Policy
- E-Safety Policy

Roles and Responsibilities

The governing board are responsible for:

- Evaluating the effectiveness of Class Dojo learning and communication arrangements.
- Ensuring that the school have robust systems in place.

Senior leaders are responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Monitoring the communication between staff and parents.
- The day-to-day implementation of this policy.



- Setting standards and expectations outlined by this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support parents/carers and children

The DSL is responsible for:

- Responding to safeguarding concerns raised by staff, children or parent/carers.

The SENCO is responsible for:

- Ensuring that learning and communication is accessible to all families including those children with EHCP plans in place.
- Supporting class teachers in the further assessment of children's strengths and areas for improvement and advising on the effective implementation of support.

The ICT technicians are responsible for:

- Responding remotely to queries and questions.
- Responding to urgent support and disabling parent/carer view e.g. in the event of a data breach.
- Ensuring that all school-owned devices have suitable anti-virus software installed.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR Policy.

Teaching staff are responsible for:

Following all guidance under all policies listed. Especially linked policies, such as the Golden Behaviour Policy and ICT Acceptable Use Policy.

Classroom management

- Creating their own class page at the beginning of each academic year. This must be updated regularly.
- Accessing their Class Dojo account via the website www.classdojo.com using a school device.
- Following the guidance in the school Golden Behaviour Policy.
- Reviewing and monitoring points each half term and discuss children who are making little progress with SLT.

Class Story

- Updating their class story with photos, videos, files, events and useful links.
- Sending reminders e.g. home learning, class/school events and parent workshops etc.
- Turning off comments. Staff and parent/carers will not be able to comment on any posts (See settings).
- Turning likes/love hearts on. Staff and parent/carer will be able to like each post.
- Regularly reviewing parental engagement by checking the views on each post. Staff will support individual parents to make regular contact with the website/app.

Messages

- Replying to private/individual messages in a timely manner with positive comments about home learning and engagement in learning only.
- Sending generic messages in keeping with the schools vision and ethos.



- Setting quiet hours will be on to remind parents that teachers are unavailable. We are committed to ensuring the well-being of all staff members at St Chads.
- Checking all parent/carers have signed their consent form for their child's image or class work to be published/posted on the class story page. Any child without permission will be anonymised on the story page.
- Reporting any safeguarding concerns to the DSL.
- Reporting any queries to SLT.

Parents are responsible for:

- Adhering to this policy at all times.
- Supporting their child to engage with home learning (outlined in the Home School Agreement).
- Reporting any technical issues to the school as soon as possible.
- Observing and monitoring their child whilst using the Class Dojo app or webpage on a personal device.
- Responding to learning in a well-mannered way and at a time outlined by the class teacher.
- Adhering to the Class Dojo Parent User Agreement at all times.

Pupils are responsible for:

- Adhering to this policy at all times.
- Reporting any technical issues to their parent/carer/teacher as soon as possible.
- Ensuring they use any personal equipment and technology as intended.
- Adhering to the Golden Behavioural Policy at all times.

Online Safety

All staff and parents using pre-recorded video communication and/or photographic communication must:

- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Consider protecting family members e.g. ensuring personal photographs are not visible in the background.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Always remain aware that they are visible.

Pupils are not permitted to take and/ or share photographs / pre-recorded videos of their remote learning without permission or supervision from their parent/carer.

Privacy and data protection/ GDPR requirements

St Chad's CofE Nursery and Infant School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when posting on Class Dojo, especially where videos and



photographs are involved:

- Staff are not permitted to use personal devices under any circumstances to post on Class Dojo.
- Staff must wear suitable clothing, as should anyone else in the household, when photographs and videos are being taken.
- Staff must consider protecting family members e.g. ensuring personal photographs are not visible in the background, ensuring children are suitably dressed in day clothes.
- Any photographs and videos taken should be in appropriate areas of the home e.g. not in bedrooms, not in bathrooms.
- All photographs and videos must be checked for suitability prior to posting.
- Videos should be kept to a reasonable length of time so that the staff member's family can 'get on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Class teachers must only use Class Dojo to communicate with families in relation to home learning tasks set, in keeping with the school's Christian vision and values.
- Senior leaders should monitor all posts made and messages sent to and from class teachers.
- Staff must only use the private messaging feature on Class Dojo to:
 1. Acknowledge and respond to messages in relation to home learning tasks
 2. Next step learning tasks
 3. Motivate families to engage with home learning
 4. Send generic messages

All in keeping with the school's vision and values

Some examples are:

- *Thank you X for sending me your home learning – what an amazing video I loved your story! Now send me a photograph of your story writing. Remember your full stops and capital letters.*
- *Wow X, you have read your reading book brilliantly!*
- *Wishing you all a peaceful weekend, please stay safe.*
- *Hi X how are you and your little sister today. It is going to be a lovely sunny day. How about getting outside and look for some little mini-beasts*

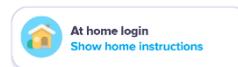
Any inappropriate messages or photographs sent by parents or children must be reported to the headteacher following normal safeguarding procedures.

Portfolios

Portfolios is a great way to track home learning, keep a log of completed home learning and keep a trail of learning over time.

To set up portfolios on your class page follow these useful steps:

1. Connect children. This sometimes happens automatically when parents set up their account. If not, click on  Student login on your main class page. Teachers will have the option to send each parent a code to log onto his or her child's account.



Please check that parents have clicked onto the 'switch account' tab at the top, left hand side of their phone screen. They should be able to see the separate parent and child tab.



2. Once connected, teachers can then create their activity. Click on portfolios and then

Activities



Class teachers are able to provide instructions to complete a home learning task. Teachers may want to direct parents to their main class story page to see helpful pictures, videos and worksheets. Teachers can attach helpful links.

Create activity

Title

e.g. Math worksheet 2.4

Required

Instructions

Write instructions

Must be less than 500 characters.

Response type

Text

Video

Photo

Drawing

Worksheet Beta

[Learn more](#)

3. Once the activity is assigned

4. Parents will send back their work. The class teacher will add positive comments which will be monitored over time.

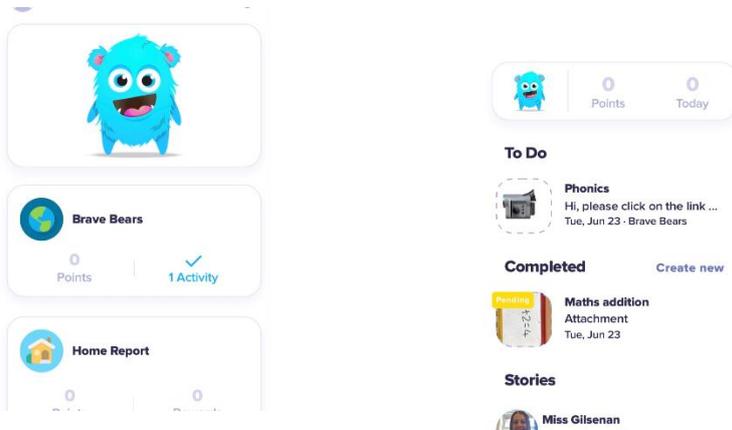
it back. The class teacher will add the activity into the child's profile which



Parent support

Support parents to complete activities:

1. Press 'activity' on their child's class dojo page
2. Click on the activity
3. Complete the activity, as prompted, for example video, photo, drawing or writing
4. Send the activity back to the class teacher



Helpful clips

How students post to their Portfolio



<https://youtu.be/vnfJDONJvCY>

How students log in to ClassDojo

https://youtu.be/EIEt_CNstx0

Appendix A

Connecting parents:

- All contact details will be stored in line with the Data Protection Policy.
- Paper log in details will be shared with individual families only.

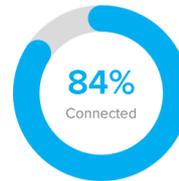
1. Download parent invites. Click on ' + Invite Parents' on the homepage. www.classdojo.com

Invite parents to your class

English (UK) ▼

All parents ▼

Download parent invites



2. Support parent/cares to download the app onto their mobile device using google play (ios device) or app store (apple device). Click on Parent and then add the individual code.



Please join our classroom community on ClassDojo

I'm using ClassDojo to connect with families, share classroom moments, and much more. Please join to stay connected!

PARENTS:	
<p>New to ClassDojo?</p> <ol style="list-style-type: none"> 1. Download the ClassDojo app 2. Open app and tap 'Parent' to create a parent account 3. Enter name, email & create a password 4. Tap 'Add child (+)' and use this code: <p style="text-align: center;">P5UJ9S4VM</p>	<p>Already have a Parent Account on ClassDojo?</p> <ol style="list-style-type: none"> 1. Open the ClassDojo app on your phone 2. Log in as a Parent (if you aren't already). Ensure you're logged in as a Parent, not a Student or Teacher! 3. Tap the Kids section/avatars at the bottom of the screen 4. Add child using this code: <p style="text-align: center;">P5UJ9S4VM</p>



Appendix B

Class Dojo Parent User Agreement



1. Please open Class Dojo on a computer or laptop www.classdojo.com or open the app on a personal mobile phone or tablet device.



Please join our classroom community on ClassDojo

I'm using ClassDojo to connect with families, share classroom moments, and much more. Please join to stay connected!

2. Log in as a **parent**
3. Enter your child's **personal code**

PARENTS:

<p>New to ClassDojo?</p> <ol style="list-style-type: none"> 1. Download the ClassDojo app 2. Open app and tap 'Parent' to create a parent account 3. Enter name, email & create a password 4. Tap 'Add child (+)' and use this code: <p>P5UJ9S4VM</p>	<p>Already have a Parent Account on ClassDojo?</p> <ol style="list-style-type: none"> 1. Open the ClassDojo app on your phone 2. Log in as a Parent (if you aren't already). Ensure you're logged in as a Parent, not a Student or Teacher! 3. Tap the Kids section/avatars at the bottom of the screen 4. Add child using this code: <p>P5UJ9S4VM</p>
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At school, we have a number of policies and procedures that keep staff, children, parent/carers, governors and visitors safe. With this in mind, there are certain rules that must be followed when accessing the app or webpage.

✓	I have downloaded the Class Dojo app.
✓	I understand that my child's first name and surname initial is visible to all parents and staff on Class Dojo.
✓	I will regularly keep up to date with key events, home learning and information on the Class Dojo app.
✓	I understand that I can 'like' a post by pressing the love heart symbol and that I cannot leave a comment as this button has been disabled.
✓	I understand I can only use the messaging feature on the app to send messages relating directly to home learning . I understand that any messages sent must be in keeping with the school's vision and ethos.
✓	I will not use the messaging feature on the app to report my child's attendance, a safeguarding concern or to report an issue in school.
✓	I understand that staff will only use messenger and/or portfolios between school time only, where possible.
✓	I understand that my child is not permitted to take and/ or share photographs / pre-recorded videos of their home learning without permission or supervision from their parent/carer.
✓	When sending a photograph or video to support my child's home learning, I will ensure that my child is: <ul style="list-style-type: none"> • Wearing suitable clothing – this includes others in their household.



	<ul style="list-style-type: none">• Situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.• Uses appropriate language – this includes others in their household.• Maintains the standard of behaviour expected in school.
✓	I will consider protecting family members e.g. ensuring personal photographs are not visible in the background.
✓	I will not record, store, or distribute video material without permission e.g. screen grabbing and posting on Facebook.
✓	I give permission for my child's image and work to be shared on Class Dojo.
✓	I understand that school has the right to suspend my Class Dojo account if I do not comply with the measures, as outlined in this Parent User Agreement.

Parent / Carer name.....

Parent / Carer signature.....

Child's Name

Date.....