



DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST

# Hucknall National C of E Primary School

## Class Dojo Expectations Policy

January 2025

## **Class Dojo Expectations and Acceptable Use Policy at Hucknall National C of E Primary School**

### **Introduction:**

Class Dojo is an online platform which offers many useful features, including positive behaviour management, parent/teacher communication and class/school newsfeeds. To ensure we are able to safely utilise what it has to offer, it is important that all users are aware of our school expectations.

This policy should be applied in conjunction with all communication and safeguarding policies and any other relevant policies, as deemed relevant by the school.

### **Pupils and Class Dojo:**

- Class Dojo is an online platform that we use to set pupils work, homework and to communicate with parents at home.
- In the event of a lockdown or closure/partial closure, we use Class Dojo to set children work in line with what the teacher sets in the classroom.
- Class Dojo can be used on all electronic devices as long as they are connected to the internet.
- Children do not have access to messaging services through their student accounts.
- Children must not access their parents account or use it to send messages to their teachers.

### **Parent/ Carers and Class Dojo:**

- Parents can use a generated invite code in order to link with their child's class, either through the use of the smart phone app or the Class Dojo website.
- Only parents or legal guardians will be given access codes to Class Dojo. It is expected that up to two parents will be linked to a child's account, any additional adults will only be accepted in special circumstances.
- Parents can view the total number of points their child has received along with the reason that they have been given.
- Within the app or website, parent accounts also have access to both a whole-school and class newsfeed where you will find important information posted by staff.
- Parent accounts also have the facility to send messages to members of staff, however the following stipulations apply:
  - *Parents may message class teachers, however there is no expectation for teachers to reply outside the hours of 8am-4pm or the 'quiet hours'. This is essential to safeguard the wellbeing and work-life balance of our staff.*
  - *Parents should not use the messaging tool to enquire about the progress of their child on any level, but can use it to arrange a meeting with a class teacher to discuss questions that they may have.*
  - *Parents who do not use the messaging system correctly will be reminded to use the service correctly. If this is repeated then they risk being removed from the online platform.*
  - *Parents should look at the newsfeed regularly to keep up to date with messages, school events and information.*

- *Parents must make sure that children cannot access their parent account and are not able to send messages under their name.*

If a message can be directed through the office, this should be the first line of communication. Our Staff priority is to be teaching and engaging with pupils and not supporting or communicating with parents, especially during the school day and especially if the support can be accessed elsewhere.

Persistent and excessive communication through this platform may be dealt with through the Parent and Carer Code of Conduct.

Persistent communication that could be directed through the school office may be dealt with through the Parent and Carer Code of Conduct.

### **Purpose and Expectations for parents:**

#### **Purpose:**

- To provide a channel of communication between parents and teachers, where appropriate (please see below);
- For school to share communication with parents, in addition to the usual sharing of emails.

#### **Expectations:**

- Class Dojo is just one form of communication – you may also comment and ask questions
- Via the school office
- in your child's planner.
- Class Dojo messages will **not** be answered by class teachers in the school day, as their focus will be on teaching the children: teachers may respond to messages between 8.00am-8.30am and 3.30pm -4.00pm (depending on other timetabled commitments such as staff training). Responses may not be immediate.
- Please pass on messages about appointments, attendance or SEND concerns via the school office.

### **Teachers and Class Dojo:**

- Teachers will be encouraged to award Class Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning.
- Staff should be aware of their working-Class Dojo hours (Monday- Friday 8am – 4pm).
- Teachers should not feel pressurised to check or respond to messages outside of the above time frame and are encouraged to activate 'quiet hours' on their account.
- Teachers are not required to respond to parent messages whilst they are teaching.
- Should teachers receive any messages which they find inappropriate, excessive, aggressive or unprofessional, they should report them to a member of the Senior Leadership Team immediately so that appropriate action can be taken.
- Should Safeguarding or Wellbeing concerns be raised through the use of the platform, teachers are responsible for ensuring that they are recorded and reported in line with our Safeguarding Policy.

This policy will be reviewed on an annual basis.