



# **Newton International Academy SMASH**

## **Primary and EYFS Class Dojo Policy**

“An international community of learners striving for excellence and celebrating success”.

**Updated and reviewed:  
August 2023**

## Introduction

ClassDojo is a digital classroom management application used to help teachers improve student behaviour and communicate more effectively with parents. Each student gets an avatar, and teachers award Dojo Points for displaying our Values, Attitudes and Attributes, participating in class, or staying on task.

Teachers can use a smartphone, tablet or computer to give Dojo Points throughout the school day. Teachers and support staff can communicate with parents on a private messaging platform or on the Class Story page. Important class and school messages will be posted on ClassDojo.

ClassDojo forms part of NIA's Primary School Behaviour and Discipline Policy and Communication and must be read in conjunction with the policy.

### Aims

- To foster good communication links between parents, teachers and the school
- To support school and class rules through the awarding of House and Dojo Points
- To cultivate a sense of community with the awarding of House Points
- To inform parents of the uses of ClassDojo
- To communicate our expectations regarding the use of ClassDojo as a behaviour management tool and communication platform

We aim to develop the following Attitudes and Attributes in our students:

### Our Attitudes and Attributes

<b><i>Achieve ACADEMIC EXCELLENCE</i></b>	<b><i>Enjoy CREATIVE DIVERSITY</i></b>	<b><i>Develop CRITICAL THINKING SKILLS</i></b>	<b><i>Become LIFELONG LEARNERS</i></b>	<b><i>Be RESPONSIBLE CITIZENS</i></b>
<b><i>Ambitious Knowledgeable Perceptive Skilful</i></b>	<b><i>Adventurous Creative Curious</i></b>	<b><i>Analytical Open-minded Reflective</i></b>	<b><i>Determined Proactive Resilient Versatile</i></b>	<b><i>Collaborative Empathetic Honest Respectful</i></b>

### Expectations of Staff

- All teachers are expected to create a ClassDojo account using the website [www.classdojo.com](http://www.classdojo.com)
- All teachers are expected to send out invitations to the parents in their class in the first week of Term 1 and to send regular reminders to parents to join.
- Teachers are also expected to add new students throughout the academic year
- To send regular reminders to parents regarding homework, special events, class trips, assessment timetables and important announcements
- Teachers are not required to reply to messages after 15:00 on workdays; however, ClassDojo messages and communication will be attend to during school hours, 6:00 to 15:00.
- Teachers have 24 hours to respond to messages. Weekends are seen as quiet hours. Messages send over a weekend will be responded to on a Sunday morning.

- Teachers are not expected to download the ClassDojo application on their personal mobile phone. Should teachers download the application, they must be aware of the impact it may have on their personal time out of school hours
- Where teachers use their personal mobile phone to share photos, these photos must be deleted once the photos have been shared
- Teachers must use the private message platform to communicate with individual parents and be mindful of messages sent to all parents
- To ensure that permission slips are signed prior to sharing photos of their students on ClassDojo
- Teachers are not to engage in discussions or arguments on ClassDojo. ClassDojo must only be used for short reminders, positive messages, notifications on behaviour and to book meetings (see Communication Policy)
- To connect Specialist Teachers, Primary MMT and SMT and the Arabic Department
- To use ClassDojo to embed the Primary Reward Policy

#### **Expectations of parents**

- To use received ClassDojo invitation from the teacher to connect to the platform
- To use ClassDojo as a tool to book meetings, seek clarification and stay updated with all class and school events
- To be polite and supportive when communicating on the private messaging platform
- Messages should be sent strictly regarding issues within the class. Whole school issues should not be communicated using the ClassDojo messaging platform. Parents should contact the Team Leaders or Senior Management should they want to discuss whole school issues
- To be mindful of comments made on the Class Story page as these messages can be seen by all individuals connected to the class account or school account

#### **Non-Adherence to these expectations will result in:**

- Unnecessary posts will be reviewed by the Senior Leadership Team and deleted
- A meeting with SMT/SLT to discuss concerns and remind parents of our expectations

#### **Additional Features of ClassDojo**

- ClassDojo contains a number of different features which, when used consistently and appropriately, can improve the learning experiences for students. Teachers are encouraged to use the 'Toolkit' features in their classes.
- Teachers can share student logins and provide students with guidance when setting up Portfolios. The VLE will be used to set homework and provide feedback for Core Subjects.

#### **Associated Policies and Documents**

Primary Behaviour and Discipline Policy  
 Safeguarding Policy  
 Primary Reward Policy  
 Primary Parent Handbook

