



**PRIMARY SCHOOL
CLASSDOJO POLICY**

Review Date: June 2021-2024
Next Review Date: June 2022

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 Table 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 Table Points throughout the school day. Each table's points can be displayed on a smart board, and parents, using their application, can see these. 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 NBA's **Primary School Behaviour and Discipline Policy and Communication** and must be read in conjunction with the aforementioned policy.

Aims

- To foster good communication links between parents, teachers and the school
- To support school and class rules through the awarding of Table Points
- To cultivate a sense of community with the awarding of Table 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

Our Attitudes and Attributes

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

Expectations of Staff

- All teachers are expected to create a ClassDojo account using the website **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 save the permission slips in their digital Pastoral Folder
- To use ClassDojo to collect Table Points. Students are to be placed in groups which can be reviewed at the discretion of the teacher
- Children must be aware of how to gain Table Points throughout the school week

Commented [1]: adapted

- 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, 'a daily ClassDojo communication slot' must be added to Class Teachers' timetables.
- 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
- Teachers are to sign up to ClassDojo using their school email (@nbabarwa.com)
- Teachers are to connect their ClassDojo to Newton British Academy account to receive school story updates from SLT and SMT
- To adhere to the General Data Protection Regulations (GDPR) of NBA as set out in the school's *GDPR Policy and Communication Policy*
- To use ClassDojo to embed the *Primary Reward Policy*

Commented [2]: Changed time from 14:30 to 15:00

Expectations of parents

- To sign and return the ClassDojo permission slip to school
- 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 Key Stage Coordinators 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. Teachers may develop Student Portfolios, by setting tasks and asking students to upload work and providing feedback for Foundation Subjects. Fusion will be used to set homework and provide feedback for Core Subjects.

Associated Policies and Documents

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