



# Rise Park Academies



## ClassDojo Policy

**For: Rise Park Academies**

**Date of Issue: March 2022**

**Date of Review: March 2023**

**Responsible Staff:**

**Miss Carter, Miss Street, and Mrs Palmer**

**Status: Approved by SLT/Staff**



### **Policy Scope:**

This policy sets out to define a code of appropriate use of the ClassDojo application ('app') at Rise Park Academies.

At Rise Park, we believe that effective communication between home and school is essential to supporting children in their learning.

As a result, we have introduced ClassDojo in every class to support behaviour for learning, home learning and support how we celebrate the successes of pupils and the school. ClassDojo is a communication app, which connects parents/carers, teachers, and children.

Teachers use it as a communication platform to encourage children and to engage parents/carers in their children's learning. It has a reward component and a communication system.

ClassDojo is used alongside our other school reward systems.

Teachers can use a smartphone, a tablet, or a computer to award dojos. Each child's dojo can be displayed in class via a smart board, and parents, via their app, can see these. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared.

### **Aims**

- To establish more effective communication links with parents.
- To enhance the current effective behaviour policy.
- To support and enhance our home learning provision.

### **Roles and Responsibilities:**

#### **Teachers**

Teachers are expected to create a ClassDojo account via the website at [www.classdojo.com](http://www.classdojo.com) and download the free app onto their school laptop or school computer.

Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to sign up. It is imperative that teachers remember to add new children that join their class throughout the year. During school closures, parent invites are to be emailed to the school office by teachers and are to be sent to parents via ParentMail.

ClassDojo points are to be used as an addition to the school's main reward system. During school closures, pupils are to be awarded ClassDojo points for completing home learning tasks, or for demonstrating one of the school's eight learning powers.



Teachers are encouraged to post updates on their class story page. A minimum of two pastoral posts a week and no more than one a day are expected on the class story. The following should be a minimum:

- Posting the home learning timetable during every week if required.
- Posting resources on the class story that pupils will need to complete home learning tasks such as worksheets, presentations, or video clips if required.
- Regular reminder posts about swimming/PE days.
- Home learning deadlines and/or other important class events such as trips or assemblies.
- Successes of the school/class.
  - Celebrations of work should be shared individually to parents through the messaging system. Celebrations of an individual's work via the class story should only happen if the teacher has parent/carer consent.
- When writing posts for ClassDojo, members of staff are always required to model good spelling and grammar to the children. Checking posts for errors before posting is essential.
- All members of staff using ClassDojo are asked to set a 'quiet hours' on their page, this is when messages will not be read or responded to out of the designated hours. The agreed hours of contact are between 8:30am-3:30pm Monday-Friday. Staff are not expected to respond to messages outside of these times, including weekends.
- It is not expected that teachers will need the app on their mobile device, please be mindful of the impact this may have on your personal time. If you have the app on your phone, do not take a screenshot of pupil work as there could be data protection implications in relation to storing images of children on personal devices for which Rise Park Academies could be liable.
- Staff are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service (the school policy is to invite parents/carers for a call, where minutes can be taken using the Parent/Carer communication log). If a parent/carer messages a teacher about a matter the senior leadership team are handling, teachers are to refer parents/carers to the senior leadership team and communicate this to them by saying:
  - ‘Thank you for your message. As the senior leadership team are currently handling this matter, I will pass on your message to them.’



- All users of ClassDojo are to make themselves fully aware of any children who are in LA care or who do not have parental permission for their photographs to be shared by the school on websites and social media.

### **Parents/Carers**

Parents and carers are encouraged to join the ClassDojo; they should be given the invitations and any update letters when sent out.

If you have any questions, queries, or concerns, do feel free to message your child's teacher on ClassDojo and they will respond at a convenient time. You can also leave messages at the front office, send e-mails to the school office, and communicate with the school in the usual way.

In order to maintain the well-being of our class teachers, as well as ensuring they have a work-life balance, we ask that you take into account that teachers will not be able to respond to messages during the 'quiet hour' periods.

We will aim to respond within a 48-hour window from Monday to Friday.

Staff will not be able to respond to your messages during weekends or any other time outside of the stated period. If you have an urgent concern or query, please follow the channels of communications. (See Communications Policy.)

### **Senior leaders**

Senior leaders should not be contacted via the messaging service on ClassDojo. Alongside other responsibilities, senior leaders are responsible for:

Co-ordinating ClassDojo across the school in liaison with Dr. Croft, who is the remote learning subject leader.

Monitoring the effectiveness of ClassDojo through regular meetings with teachers and subject leaders, reviewing work set on the weekly home learning timetables, monitoring of each class on ClassDojo and posting regularly on the whole school story

Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

### **Designated Safeguarding Leads (DSLs)**

The DSL is responsible for:

- Obtaining information from staff, supply staff, volunteers, children or parents and carers who have child protection concerns and to



record this information. The Safeguarding team will be supported by each school's Emotional Literacy Support Assistant.

- Following and implementing Rise Park Academies' Safeguarding and Child Protection Policies (2021) for its Infants and Juniors schools.

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day via an electronic device such as a telephone, tablet or desktop computer.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or support staff.
- Alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the class teacher aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

### **Local Committee**

The Local Committee is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

### **Who to contact**

If staff have any questions or concerns about remote learning or ClassDojo, they should contact the following individuals:

- Issues in setting work: talk to the relevant subject lead or Inclusion Manager.
- Issues with behaviour: talk to the year group leader.
- Issues with IT: talk to IT staff, use IT log.
- Issues with their own workload or wellbeing: talk to Heads of School.
- Concerns about data protection: talk to Deputy Headteacher Miss Carter, or Executive Headteacher Mrs Fox.



- Concerns about safeguarding: talk to the Rise Park Academies Designated Safeguarding Leads (DSLs) – Miss Carter, Mrs Siddell and Mrs Hoddy; if DSLs are unavailable for any reason, talk to a member of the safeguarding team – Miss Street, Mrs Palmer and Mrs Nortje.

## **Data protection**

### **Accessing personal data**

When accessing personal data for learning purposes, all staff members will:

- Use devices such as laptops provided by school
- Use personal devices only as agreed by the school - e.g. if a phone is used to access the ClassDojo app, ensure that no personal data is screenshot or saved to a phone or to any personal cloud storage system.

## **Safeguarding**

Please see RPI and RPJ Safeguarding and Child Protection policies.

## **Monitoring arrangements**

It is the responsibility of all members of staff who use ClassDojo to ensure it is used according to this policy.

Monitoring of the policy will be undertaken by senior leaders who may ask to view the ClassDojo page at regular intervals in order to ensure required adherence and compliance.

## **Links with other policies**

This policy is linked to our:

- Anti Bullying Policy.
- Behaviour policy.
- Communications Policy.
- Data Protection policy and privacy notices.
- ICT Data Security policy.
- Online Security policy.
- Safeguarding and Child Protection policy.