



Priestsic Primary and Nursery School
Class Dojo Policy

Rationale

At Priestsic Primary and Nursery School we believe that an effective partnership between home and school is beneficial in supporting children with their learning. As a result, we have introduced Class Dojo throughout school, including nursery. Class Dojo is an online platform which offers many useful features including positive behaviour management, parent/teacher communication and class/school newsfeeds. Teachers and Teaching Assistants use it as a communication platform to encourage children and to get parents/carers engaged in their children's learning and school life. Staff are able to communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared. It is a platform where children can engage in their learning in both school and home by posting evidence of work or achievements, they are proud of on their journal. Parents/carers can also be kept informed of class events and see evidence of their child's work and learning environment. To ensure we are able to safely utilise what Class Dojo has to offer, it is important that all users are aware of the rules and expectations. ClassDojo is compliant with the GDPR and parents/carers give permission for the school to process their child's data on the system when they complete the data processing consent form. All information on ClassDojo is private between teachers, parents/carers and pupils. Information is never sold and ClassDojo permanently deletes pupils' personal information when they stop using ClassDojo. Teachers, parents and pupils can always access and delete their information at any time.

Aims

- To establish more effective communication links with parents
- To support and enhance the home/school partnership

Class Dojo has four main elements

Dojo Points	Staff will be using this to record Dojo points earned by each child.
Class Story	Teachers will use this element to share home learning, general class news, celebrations, updates and reminders relating to the class
Student Story	This element can be used by each pupil to share their home learning/achievements

	outside of school with their teacher. Teachers can use this element to feedback to pupils.
Messaging	This element will be used to communicate between teachers and parents on a 1:1 basis.

Expectations for staff:

- 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.
- Teachers are encouraged to post weekly updates on their class page about the learning and activities that have been happening and/or will be happening throughout the week.
- All members of staff using Class Dojo are asked to set 'quiet hours' on their page, this is when messages will not be read or responded to out of the designated hours. The agreed quiet hours are between 5.00pm and 8.00am. Mondays to Fridays and all weekend.
- 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.
- Teachers must make themselves fully aware of the children who do not have permission to have their photographs shared on Class Dojo, and ensure that these children do not appear on Class Dojo.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class dojo page or the messaging service, or get into lengthy discussions. If a message from a parent requires more than a simple response then a phone conversation or face to face meeting is more appropriate.
- Should teachers receive any messages which they find inappropriate, they should report them to a member of SLT immediately so that appropriate action can be taken.
- Teachers are to follow all safeguarding policies and the staff code of conduct.

Parent/Carer Responsibilities

- Agree to follow the Parent User Agreement Form (appendix 1) before using Class Dojo for the next academic year.
- Parent accounts have the facility to send messages to members of staff, however the following guidelines need to be followed.
 - Parents may message staff members at any time, however there is no expectation for staff to reply outside of the quiet hours that have been set. This is essential to safeguard the wellbeing and work-life balance of our staff.
 - The following matters should always go through our Main Office and are not the responsibility of teachers to be passed on; absence, sickness, school dinner enquiries and payment enquiries.

- Parents should not use the messaging tool to enquire about the progress of their child, but can use it to arrange a meeting with class teachers to discuss any questions they may have.
- Parents who do not use the messaging system correctly will be given a warning, should the service continue to be misused, they will be removed from the platform.
- Parents should look at the newsfeed regularly to keep up to date with messages, school events and important information.
- Parents must make sure that children cannot access their parent account and are not able to send messages under their name.

Pupil Responsibilities

- Agree and follow the school rules for Class Dojo (appendix 2)
- Encourage parents to engage with Class Dojo
- Pupils must not access their parent's account or use it to send messages to their teachers.

Leadership Responsibilities

- Monitoring of the policy will be by SLT who can view each Class Dojo page at regular intervals to ensure the policy is being adhered to, and address any misuse with the relevant parties.
- Senior Leaders will regularly review the use of Class Dojo to ensure it is effective in achieving the aims of this policy.

Links With Other Policies

- Behaviour Policy
- Child Protection Policy
- Data protection Policy and Privacy notices
- ICT and internet acceptable use policy
- E-Safety Policy

Policy written by A Marriott June 2023

Policy reviewed by A Marriott June 2025

Policy to be reviewed June 2026



Class Dojo Parent User Agreement Form

Parents/Carers must agree to the following in order to be invited to join Priestsic Primary and Nursery School's Class Dojo account.

I have read and understood the school's Class Dojo Policy.

I give permission for my child to use Class Dojo.

I agree to the school posting pictures of my child, their work and positive comments about my child on Class Dojo, which could be viewed by other members.

I am aware that all images posted on Class Dojo remain the property of Priestsic Primary School and should not be reproduced. I agree not to copy or reproduce images, e.g. as screen shots, or post them on social media.

I agree that any messages or information I send to the school will be positive, respectful and in keeping with the positive spirit of Class Dojo and the school policies. I understand that teachers will only access Class Dojo Monday to Friday 8am-5pm.

I agree not to post negative messages or raise serious concerns on the Class Dojo site. Should I have any complaints or concerns related to my child's education or care, I agree to raise the issue using the stages identified in the school's Complaints Procedure and Policy. (Note - This policy is available on the school website or in person from the school office.)

I agree not to share my password with anyone other than immediate family members, e.g. spouse

If I have any concerns, queries or questions regarding Class Dojo or any content posted on the site, I will raise them with the Deputy Headteacher or the Headteacher.

When using Class Dojo you will be subject to the Privacy Policy and any posted guidelines, policies or rules applicable to specific features of the Class Dojo Website or ClassDojo App. Details of the policy can be found on <https://www.classdojo.com/en-gb/terms/>

Signed Date

Parent of in Class



When I use ClassDojo I will:

- show respect to my teachers and classmates
- be kind and friendly
- tell an adult if something worries or upsets me
- only use ClassDojo with permission from a parent/carer
- give positive feedback to my classmates' work
- only login to my account
- use appropriate language

