



St Chad's CofE Nursery and Infant School

Class Dojo Policy

School Leader: K Leach/ K Morley

Policy Approved Signed: N Iqbal Date: 09.04.2020

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Statement of intent

At St Chad's CofE Nursery and Infant School, we use Class Dojo as part of our relational approach to supporting children's personal development, strengthening communication with families, and recognising meaningful moments in school life.

We believe that every child deserves to feel noticed, valued and a sense of belonging within their school community. Class Dojo helps us to share these moments in a timely and accessible way with parents and carers, supporting our commitment to working in partnership.

Our use of Class Dojo reflects our wider ethos of relational practice and recognition of children's efforts, attitudes and achievements. It is used to highlight and reinforce behaviours, learning attitudes and school values. It is not used as a behaviour management system that relies on external rewards, but as one of several ways we recognise children's efforts and contributions within a culture that nurtures encouragement and intrinsic motivation.

Through Class Dojo, we aim to:

- Strengthen relationships between home and school
- Share key messages, updates and information in a clear and accessible way
- Recognise children's learning, effort and personal development in line with the school's values and ethos
- Support families with guidance, curriculum-linked home learning and useful information
- Support a shared commitment to reading by providing opportunities for families to share weekly home reading videos via Class Dojo, submitted by Thursday evening each week. • Support a shared commitment to reading by providing opportunities for families to share weekly home reading videos via Class Dojo, submitted by Thursday evening each week.
- Promote a consistent culture of recognition and encouragement across school
- Ensure families are informed about events across class, year group, school and the wider community
- Maintain safe, respectful and appropriate communication between staff and families
- Ensure equitable access to communication systems for all families

Class Dojo is one of several tools used to strengthen communication and partnership between home and school. Whilst it supports the sharing of information, learning and achievements, it does not replace the importance of face-to-face relationships, conversations and meaningful interactions between staff, children and families.

Class Dojo sits alongside our wider relational behaviour approach, which prioritises connection, consistency and the development of intrinsic motivation in children.

Aims

We aim for every person to follow our school ethos and LOVE promise:

LOVE God **LOVE** Neighbour **LOVE** Self *(Matthew 22:36)*

As a Church of England school, our school vision takes inspiration from and is deeply rooted in the Greatest Commandment:

"Love God with all your heart and with all your soul and with all your mind and love your neighbour as yourself".

Our school's core values of **love, friendship, compassion and respect** sit at the heart of our school community and underpin every aspect of school life, including our whole school policy for promoting positive behaviour.



Love: "Do everything with love". (*Corinthians 16:14*)

Friendship: "Encourage one another and build each other up". (*Thessalonians 5:11*)

Compassion: "Be kind to one another". (*Ephesians 4:32*)

Respect: "Treat others as you want to be treated". (*Luke 6:31*)

We aim to develop happy, confident, loving and caring children who look after and value themselves, each other and their world. We want every child to feel valued and special and flourish with their unique God-given talents in all that they choose to do.

We seek to be positive role models to our children, guiding and teaching them through our 'LOVE Promise'. We:

Look after our school and each other

Only ever do our best

Value everyone and remember our manners

Enjoy our learning!

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2002
- UK GDPR (General Data Protection Regulation)
- Data Protection Act 2018

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2024) 'Keeping children safe in education'
- DfE 'Working together to improve school attendance'
- DfE (2015, updated) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2016) 'Children missing education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- SEND Policy
- Behaviour Policy: A Relationship-Based Approach to Inclusion
- Accessibility Policy
- Marking and Feedback Policy
- Home-School Agreement
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Acceptable Use Policy
- Staff Code of Conduct
- Children Missing Education Policy



Roles and Responsibilities

Local Trust Company (LTCs) are responsible for:

- Evaluating the effectiveness of Class Dojo as part of the school's wider communication and relational practice.
- Ensuring appropriate systems are in place to support safe, consistent and effective communication.

Senior leaders are responsible for:

- Providing strategic leadership for this policy and ensuring it aligns with the school's relational approach, safeguarding expectations and wider school systems.
- Ensuring that this policy is understood and consistently applied by staff.
- Monitoring the quality and consistency of communication between staff and families, including the use of Class Dojo.
- Overseeing the day-to-day implementation of this policy.
- Setting clear expectations for practice across the school.
- Reviewing the effectiveness of this policy annually and communicating any updates to staff, families and pupils where appropriate.
- Ensuring staff are supported through appropriate training, guidance and professional development.
- Ensuring safeguarding, data protection and professional boundaries are maintained across all communication systems.

Designated Safeguarding Lead (DSL) is responsible for:

- Responding to safeguarding concerns raised by staff, children or families.
- Ensuring that any safeguarding concerns identified through Class Dojo or related communication systems are managed in line with safeguarding procedures.

SENCO is responsible for:

- Supporting staff to ensure communication is accessible and inclusive for all families, including those with additional needs and EHCPs.
- Contributing to the development of inclusive approaches to communication where required.

ICT support (Mercury IT Services) are responsible for:

- Providing technical support for the Class Dojo platform and associated systems.
- Supporting the school in resolving access issues, technical difficulties and system errors.
- Advising on data security and system integrity where required.
- Supporting the school in responding to any system-related safeguarding or security concerns.

Teaching staff are responsible for:

- Working in line with all school policies, particularly the Behaviour Policy: A Relationship-Based Approach to Inclusion and ICT Acceptable Use Policy.
- Using Class Dojo in a way that reflects the school's relational ethos, supporting communication, recognition and engagement with families.
- Maintaining professional and consistent communication through the platform.

Classroom management

- Creating and maintaining a class page at the beginning of each academic year.
- Archiving the previous year's class page and ensuring that families of children who have left the school are removed in line with GDPR requirements.



- Supporting all families to access Class Dojo, and where this is not possible, referring to the Family Support Worker for further support.
- Accessing Class Dojo via school devices through the official website www.classdojo.com.
- Reviewing engagement data each half term to support inclusive communication.
- Weekly review of home reading videos to inform recognition, follow-up where appropriate, and the celebration of children's reading during Feel Good Friday.

Class Story

- Sharing learning regularly through photos, videos, events, files and useful information.
- Ensuring at least one weekly post linked to learning in class.
- Sharing knowledge organisers once per term.
- Posting a weekly photograph of children who have engaged with home reading.
- Sharing reminders relating to home learning, school events and parent workshops where appropriate.
- Ensuring comments are disabled on posts.
- Enabling reactions to allow families to acknowledge shared learning.
- Monitoring engagement and offering support where families are less able to access or engage with posts.

Messages

- Responding to messages during school hours in a timely and professional manner, focusing on learning, engagement and school communication.
- Ensuring all communication reflects the school's ethos and relational approach.
- Using quiet hours to support clear boundaries and staff wellbeing.
- Ensuring consent is checked before sharing images or work, and anonymising children where consent is not in place.
- Reporting safeguarding concerns immediately to the DSL.
- Directing operational or general queries to senior leaders where appropriate.
- Messages are not intended to replace face-to-face conversations, meetings or formal school procedures.
- Class Dojo is not used for reporting absences or time-sensitive administrative matters, which should be directed through the school's usual procedures.

Parents and carers are responsible for:

- Engaging with this policy and supporting its principles.
- Supporting their child's engagement with home learning as outlined in the Home–School Agreement.
- Reporting technical issues to the school when they arise.
- Supervising their child's use of Class Dojo on personal devices.
- Engaging with communication from school in a respectful and timely manner.
- Families are expected to upload a weekly home reading video via Class Dojo by Thursday evening each week to enable teachers to review and celebrate children's reading during Feel Good Friday.
- Following the Class Dojo Parent User Agreement.

Pupils are responsible for:

- Engaging with this policy in line with school expectations.
- Reporting any technical issues to an adult where needed.
- Using digital devices safely and appropriately.



Online Safety

The safety and wellbeing of children, families and staff is paramount. All users of Class Dojo are expected to use the platform safely, respectfully and in accordance with the school's values, policies and procedures.

Staff and parents/carers must:

- Use appropriate and respectful language in all communications.
- Ensure that photographs, videos and messages shared through Class Dojo are suitable for a school audience.
- Take reasonable steps to protect personal and family privacy when sharing photographs or videos from home.
- Ensure that any images or videos shared do not compromise the dignity, safety or wellbeing of any child or adult.
- Respect the privacy of other children and families when uploading content.
- Use Class Dojo only for its intended educational and communication purposes.
- Adhere to the school's expectations regarding online conduct and digital communication.
- Not copy, download, share or distribute content from Class Dojo without appropriate permission.

Home Reading Videos

- Parents and carers are responsible for supervising children when recording and uploading home reading videos.
- Home reading videos should be shared through the child's own Class Dojo account.
- Videos should focus on the child's reading and should not contain inappropriate language, behaviour or content.
- Families should be mindful of personal information and background images that may be visible within recordings.

Pupils must:

- Use Class Dojo safely and appropriately with the support of a parent, carer or member of staff.
- Treat all members of the school community with respect when engaging with content shared through the platform.
- Report anything that makes them feel worried, uncomfortable or unsafe to a trusted adult.

Any safeguarding concerns arising from the use of Class Dojo will be managed in line with the school's Child Protection and Safeguarding Policy.

Privacy and Data Protection

St Chad's CofE Nursery and Infant School is committed to ensuring that all use of Class Dojo complies with UK GDPR, the Data Protection Act 2018 and the school's Data Protection Policy.

Class Dojo is used to support communication between home and school, celebrate learning and achievements, and share information with families. All users must ensure that personal information is handled safely, appropriately and respectfully.

Staff Responsibilities

Staff must:

- Access Class Dojo only through their school account and on approved school devices.
- Ensure that all posts, messages, photographs and videos are appropriate for a school audience and reflect the school's vision, values and professional expectations.
- Check that parental consent has been obtained before sharing photographs, videos or examples of children's work.



- Ensure that children without permission for images to be shared are not identifiable in photographs or videos.
- Take reasonable steps to protect personal information when creating or sharing content.
- Report any concerns relating to data protection, inappropriate content or misuse of the platform to a senior leader immediately.
- Maintain professional boundaries when communicating with families through Class Dojo.

Use of Photographs and Videos

- When photographs or videos are shared through Class Dojo:
- Content must be suitable for an infant school audience.
- Children should be appropriately dressed.
- Personal information, addresses or other identifying details should not be visible.
- Content should support learning, celebrate achievements or communicate information relevant to school life.
- Staff should review all content before it is published.

Messaging

Class Dojo messaging is intended to support communication between home and school.

Messages should:

- Be courteous, respectful and professional.
- Relate to learning, home reading, school events, pupil achievements or general school communication.
- Be responded to during school working hours only.
- Not be used to discuss confidential safeguarding matters, complaints or complex pupil concerns, which should be directed through the school's usual procedures.

Parents and Carers

Parents and carers are expected to:

- Use Class Dojo respectfully and in accordance with the school's values.
- Respect the privacy of other children, families and staff.
- Not copy, share, screenshot or distribute photographs, videos or messages from Class Dojo without permission.
- Ensure that any photographs or videos uploaded from home are appropriate and do not contain personal or sensitive information.
- Report any concerns regarding inappropriate content or misuse of the platform to the school.

Any inappropriate content, misuse of the platform, safeguarding concern or potential breach of data protection requirements will be investigated and managed in accordance with the school's safeguarding and data protection procedures.

Monitoring and Reviewing.

This policy will be reviewed annually by the Headteacher and Local Trust Committee and updated in response to changes in legislation, guidance or school practice.



Appendix i



Class Dojo Parent User Agreement

At school, we have a number of policies and procedures that keep staff, children, parent/carers, governors and visitors safe. With this in mind, there are certain rules that must be followed when accessing the app or webpage.

To help ensure Class Dojo remains a safe, respectful and effective communication platform, I agree to the following:

✓	I have downloaded and can access the Class Dojo app.
✓	I understand that my child's first name and surname initial are visible to staff and families within my child's class.
✓	I will regularly check Class Dojo for important information, school updates, learning, events and messages.
✓	I understand that I can respond to Class Story posts using the 'love heart' reaction feature, but comments are disabled.
✓	I will use Class Dojo messages only for appropriate communication relating to my child's learning, home reading or school matters.
✓	I understand that Class Dojo should not be used to: <ul style="list-style-type: none"> • report my child's absence; • raise safeguarding concerns; • make complaints; or • report urgent matters requiring an immediate response.
✓	I understand that staff will respond to messages during school working hours and that 'Quiet Hours' are in place to support staff wellbeing.
✓	I will communicate respectfully and in a manner that reflects the school's Christian vision, values and expectations.
✓	I understand that families are expected to upload one home reading video each week via Class Dojo by Thursday evening , enabling teachers to celebrate reading during Feel Good Friday.
✓	When uploading photographs or videos from home, I will ensure that: <ul style="list-style-type: none"> • everyone who appears in the photograph or video is appropriately dressed; • recordings take place in a suitable shared living area, rather than a bedroom or bathroom; • appropriate language is used by everyone who may appear in the recording; • personal photographs, addresses or other private information are not visible in the background; • the content is suitable for a school audience.
✓	I will supervise my child when they are using Class Dojo to upload photographs or videos.
✓	I will not copy, screenshot, download, record or share any photographs, videos or messages from Class Dojo without the permission of the school or the individuals concerned.
✓	I give permission for my child's photographs and work to be shared on Class Dojo in line with the consent I have provided to the school.
✓	I understand that the school may suspend or remove my access to Class Dojo if this agreement is not followed.

Parent / Carer name.....

Parent / Carer signature.....

Child's Name

Date.....



≡ A PARENT GUIDE ≡

How to complete a ClassDojo Portfolio Task



Your child's teacher has set a Portfolio task.
This is a great way to share your child's learning from home.



You can add photos, videos, drawings or text.
We can't wait to see it!

1 Open ClassDojo

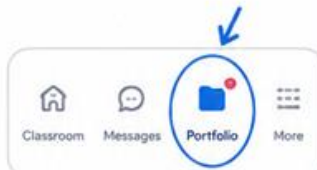
Open the ClassDojo app and make sure you're logged in.



ClassDojo

2 Go to Portfolio

Tap the "Portfolio" tab at the bottom of the screen.



3 Find the Task

You will see the task set by your child's teacher.
Tap on it to open.



My Holiday Adventure

Share something fun you did during the holidays.

Due: 24 May

4 Add Your Work

Tap "Add" (+) to add your child's work.
You can add a photo, video, drawing or text.



5 Add a Message

Add a short message to tell us about the work.
This helps us understand your child's learning.

We made a volcano using baking soda and vinegar.
It was so exciting!

80/250

6 Submit

Tap "Submit" to send it to your child's teacher.
They will be notified and can give feedback!

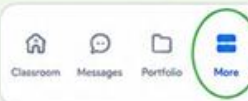


★ Top Tips

- ✓ You can add more than one photo or video.
- ✓ Make sure your child is in the photo or that it shows their learning.
- ✓ Keep it safe; don't include other children without permission.
- ✓ You can edit or delete your post before submitting.

? Need Help?

Tap "More" in the app and select "Help" for support articles.



Thank you for supporting your child's learning!



Your child's privacy is important to us.
Only your child's teacher and class can see the Portfolio.