

Class Dojo **usage policy** **for staff**



Policy

Reviewed: September 2023

To be reviewed: September 2026

Dojo agreement

Dojo is a fun and interactive tool for the classroom and parents. It allows children to have their own 'Mojo' character who will collect or lose points based on the achievements or challenges they may face throughout the school day. Parents are able to track their children's behaviour and attitude throughout the day by seeing the points as they are given or taken away. For example, an '**On task**' point for engaging with their learning or a '**Home learning**' for reading at home and completing homework. Likewise parents will see if their children are making '**poor choices**' or '**being disrespectful**'.

- Staff will respond to messages between 8am and 5pm. Teachers will aim to respond to these messages within 24 hours, working days only. Please note though due to individual circumstances this may be longer. Users must also remember that between the hours of 8.40am and 3.15pm, staff's main priority is educating the children in class to the highest standard. If you require a quick response or the message is urgent then please use the office account to send your message to.
- Teachers should not feel pressurised to check or respond to messages outside of the above time frame and are encouraged to activate 'quiet hours' on their account.
- Due to other roles and responsibilities in school, the Headteacher account is not checked frequently and often results in a slower response. Parents and Carers should use the office account if they want to get in touch with the Headteacher with important and urgent enquiries.
- Class Dojo is not to be downloaded on personal devices.
- Class Dojo will not be used to replace face-to-face communication between parents and staff. Parents are to be encouraged to speak to class teachers in person about any worries or concerns.
- Should a staff member decide that Class Dojo is not a suitable way to respond to a question/concern, they may instead decide to telephone parent or organise a formal meeting.
- Class Dojo will be used to remind parents of events in school and class.
- Support staff all have their own Class Dojo account to award points. This must be done within school hours.
- Support staff must not reply to any messages from parents, or send any messages to parents.

- Should teachers receive any messages which they find inappropriate, they should report them to a member of the Senior Leadership Team immediately so that they can take appropriate action.
- Should safeguarding or wellbeing concerns be raised through the use of the platform, teachers are responsible for ensuring that they are recorded on CPOMs and reported in line with our Safeguarding Policy.

Inclusion and Equality

In line with our duties under the Equality Act (2010) and as set out in our Equality Policy we are committed to providing a teaching environment conducive to learning. Everybody is valued, respected and challenged regardless of race, gender, religion, social background, culture or disability

Policy Monitoring and Review

This policy will be reviewed following the 3-year Policy Review Cycle of the school or when there are significant changes to the curriculum that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of schools.

Policy produced by**S.Croisdale**..... **Date:** **September 23**

Approved by (Chair of Governors) : **Date :**

Review Date: September 2026

If you need further copies of this document, or would like the document in another format, such as enlarged print, audio tape or another language, please contact the School Bursar, at the school.

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