



Woodview School

Class Dojo Local Procedure

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Class Dojo Policy Woodview

Class Dojo is an online platform that is designed to communicate securely between school and home. It is used widely across both primary and secondary schools in the UK successfully.

The Class Dojo app or website offers a social media-style interface which manages the flow of frequent information from school to home. It can be accessed through a smartphone or tablet app or through a desktop browser. Teachers at Woodview will be accessing Class Dojo through school iPads or laptops. It is secure and personal to our school and provides information in an easy-to-use format similar to Twitter and Facebook.

Class Dojo is compliant with GDPR. Parents give permission for the school to process their child's data on the system when they complete the data processing consent form.

Our Class Dojo account is only available to parents and pupils registered at Woodview. Parents are reminded that they should not take images from Class Dojo and post them elsewhere online. Breaching this requirement will lead to account suspension. Parents will be sent a passcode which connects them to their child's account.

Why we are using Class Dojo at Woodview

- It is easy to use with a child-friendly interface.
- It can be used to track and share Dojo reward points with parents and carers.
- Teachers can share work with pupils.
- Pupils can share their learning with their teacher.
- It can be used to upload photos and write comments.
- It celebrates the children's learning individually and this can be extended to sharing learning with the whole class.
- It is an effective home school communication tool which can be used to support home learning.
- Posts can be translated into 35 languages.

How Class Dojo will be used at Woodview School

Staff will use Class Dojo to communicate the following with parents and carers:

- Reward points earned by their child in school.
- Wow moments / information about work their child is proud of.
- Updates about the school day and information about a young person.
- Whole school messages to home.

Roles and responsibilities

Teacher's Roles

- To follow all safeguarding policies and staff code of conduct.
- To award reward points to children in their class as per guidance.
- Display images in line with parental consent.
- To use Class Dojo in a positive manner to celebrate learning.
- Post images of learning in the classroom, school trips, residential visits, to share with parents.
- Be aware of online safety in regard to images of pupils.

Parent's Roles

- To follow all safeguarding policies and parent code of conduct.
- To use images and reward points to discuss with pupils about their learning.
- Provide positive feedback for their child by commenting on, or liking their work.
- Parents and carers are not permitted to share images shared on ClassDojo via any form of social media.
- To use the whole school communication system; telephone, email to inform the school of important information about pupils.

What Class Dojo must not be used for:

- Replacement of absence notes: an email or telephone call is required.
- A replacement for parent-teacher meeting.
- Complaints; these must be communicated with school in the usual way.
- Staff will not reply outside of the hours of 8.00am-4.30pm, with 30 minutes for lunch. During these times, parents and carers should expect that teachers will reply within two working hours.
- We will still operate on a 24-hour response turn around as we do per emails. Teachers may not be checking Class Dojo on the days they are not teaching in school. Please be patient and understand that teachers are working hard and may be teaching, as well as monitoring ClassDojo.
- Any abusive, inappropriate or intolerant behaviour on Class Dojo will be reported and the login will be terminated.