East Ayton Primary School

Traditional Values, Modern Vision

Class Dojo Policy

Reviewed: September 2026

Next review due: September 2027

At East Ayton Primary School we believe that effective communication between home and school is essential in supporting children in their learning.

As a result, Class Dojo is in use in every class to celebrate children's efforts and achievements. Class Dojo is an app which connects parents/carers, teachers and children. School staff will use Class Dojo for sharing and celebrating children's learning. This will be through the School Story page or the Class Story page. We will also use Class Dojo to send reminders about events and activities.

We will **not** be using this as a messaging service. Staff will not respond to any messages or communication through Class Dojo. All communication with your class teacher needs to go through the school office by telephone 01723 862132 or email: admin@eastayton.n-yorks.sch.uk

1. Aims

- To establish and maintain more effective communication links with parents
- To enable remote learning to take place when necessary

.

2. Scope

This policy applies to all members of staff who have access to ClassDojo. This includes teachers and any other individual who has access in line with their role at school. This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Online Safety Policy
- ICT Acceptable Use Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools
- Behaviour policy

3. Expectations for staff

- All users of Class Dojo are expected to create their own individual Dojo account and use the app on their class computer and iPad.
- All users of the system are required to keep their password for Dojo private and secure.
- Teachers are expected to send out invitations to the parents in their class and regularly encourage any parents who are not connected to sign up.
- The computing leaders in school will share class pages with:
  - All members of the Senior Leadership Team
  - It is advised that teachers also share their class page with colleagues who work within the same year group.

- Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which must be appropriate and relevant, is at the discretion of the teacher. The following should be a minimum though:
  - Celebrations of work should be shared either individually using the Portfolio or via the whole class Story page.
  - Celebration of awards (Special Award and Star of the Week).
- Members of staff who work in different classes and/or job share have a responsibility to share any important information they receive via the messaging service relating to children they have shared responsibility for.
- Any member of staff who chooses to install the app on their own device is required to ensure that the device used has its own passcode. They need to be mindful of the impact this may have on their personal time.
- All members of staff are respectfully reminded not to engage in any conversations about personal matters via the class page, profile messaging service.
- All users of Dojo are to make themselves fully aware of the children who do not have permission to have their photographs shared on Dojo.
- Class Dojo is only to be used for sharing and celebrating learning in school through the Class and School stories. It will not be used for communication.

4. Expectations for children

Children are expected to encourage their parents and carers to join Class Dojo. They should be given invitations and any update letters or emails as necessary.

Children working from home during class or self-isolation are expected to download work set via their portfolio. Any work which can be shared should be uploaded back to their portfolio page.

5. Expectations for parents/carers

All matters requiring a swift and official school response still need to be communicated via the office by telephone 01723 862132 or email:

admin@eastayton.n-yorks.sch.uk

The following examples always need to be communicated via the office (this is not an exhaustive list):

- attendance
- finance matters
- matters of a personal and private nature
- collection arrangements
- appointments

School staff will only use Class Dojo for sharing and celebrating children's learning. Staff will not respond to any messages or communication through Class Dojo. All communication with your class teacher needs to go through the school office via the email address or phone number above.