



Class Dojo Expectations and Acceptable Use Policy at Aughton Junior Academy



Introduction:

Class Dojo is an online platform which offers many useful features including positive behaviour management, parent and carer/teacher communication and class/academy newsfeeds.

To ensure we are able to safely utilise what it has to offer, it is important that all users are aware of the following expectations:

Purpose:

- To provide a channel of communication between parents/carers and teachers, where appropriate (please see below);
- For school to share communication with parents, in addition to the usual sharing of emails.

Expectations:

- Class Dojo is just one form of communication – you may also comment and ask questions in your child's planner or speak to the class teacher at drop off and pick on the playground.
- Class Dojo messages will not be answered by class teachers during the school day, as their focus will be on teaching the children: teachers may respond to messages between 8.00-8.30 and 3.30-4.30 (depending on other timetabled commitments such as staff training).

The responses on Class Dojo will not be immediate, for urgent messages, please contact via the office as usual.

- Please pass on messages about appointments, attendance or SEND concerns via the school office or admin address: info@aughtonacademy.org, not via Dojo.

Pupils and Class Dojo:

- Class Dojo is an online platform that we use to set pupils homework and to communicate with parents/carers at home.
- In the event of a lockdown, we will use Class Dojo to set children work in line with what the teacher sets in the classroom.
- Class Dojo can be used on all electronic devices as long as they are connected to the internet.
- Children do not have access to messaging services through their student accounts.
- Children must not access their parents account or use it to send messages to their teachers.

Parent/ Carers and Class Dojo:

- Parents can use a generated invite code in order to link with their child's class, either through the use of the smart phone app or the Class Dojo website.
- Only parents or legal guardians will be given access codes to Class Dojo. It is expected that up to two parents or carers will be linked to a child's account.
- Parents can view the total number of points their child has received along with the reason that they have been given.

- Within the app or website, parent accounts also have access to both a whole-school and class newsfeed where you will find important information posted by staff.
- Parent accounts also have the facility to send messages to members of staff, however the following stipulations apply:
 - *Parents may message class teachers, however there is no expectation for teachers to reply outside the hours of 8am-4:30pm or the 'quiet hours'. This is essential to safeguard the wellbeing and work-life balance of our staff.*
 - *Parents should not use the messaging tool to enquire about the progress of their child on any level, but can use it to arrange a meeting with a class teacher to discuss questions that they may have.*
 - *Parents who do not use the messaging system correctly will be reminded to use the service correctly. If this is repeated then they risk being removed from the online platform.*
 - *Parents should look at the newsfeed regularly to keep up to date with messages, academy events and information.*
 - *Parents must make sure that children cannot access their parent account and are not able to send messages under their name.*

Purpose and Expectations for Parents and Carers:

Teachers and Class Dojo:

- Teachers will be using Class Dojo as part of our rewards to award pupils when they demonstrate positive behaviours or attitudes to learning.
- Staff should be aware of their working-Class Dojo hours (Monday- Thursday 8am – 4:30pm, Friday 8am-3:30pm).
- 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.
- Teachers are not required to respond to parent messages whilst they are teaching.
- Should teachers receive any messages which they find inappropriate, they should report them to a member of the Senior Leadership Team immediately so that appropriate action can be taken.
- Should Safeguarding or Wellbeing concerns be raised through the use of the platform, teachers are responsible for ensuring that they are recorded and reported in line with our Safeguarding Policy.