Class Dojo – Guidance and Expectations

Whiteheath Infant and Nursery School

Introduction

Class Dojo is an online tool which offers many useful features including: attendance tracking, behaviour management, parent/teacher communication and class/school newsfeeds. Whiteheath Infant and Nursery School will use Class Dojo for all of the features apart from attendance tracking.

In order for the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers, parents and pupils in order to keep Class Dojo as a positive tool.

These stipulations will be reviewed during and after implementation of Class Dojo to reflect the values of the school.

Pupils and Class Dojo

- Pupils will collect Dojo points from staff members when they show positive behaviours such as; sharing, kindness, helpful, listening, ready to learn, achievement, collaboration and behaviours linked to the thinking skills.
- Dojo points will not be taken away for negative behaviour.
- In Reception Dojo points will be counted each week and the child/children with the most points will be the monster/s of the week. The monster of the week is displayed in the classroom and they are allowed to choose an activity for Friday afternoon.
- In Year One and Two the children are challenged, each week, to beat their previous whole class score.
- Pupils will have the opportunity to login to their own area of Class Dojo and change their avatar (monster) as well as view

their points. Please note, children do not have access to use messaging services through Class Dojo.
- Pupils should not ask for Dojo Points but should do something to get noticed!

Parents/Carers and Class Dojo

- Parents will have an introductory meeting to demonstrate the benefits of Class Dojo and how it works within the school, (Meet the Teacher sessions) and a covering letter upon implementation.
- 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 website.
- Only parents or legal guardians will be given access codes to Class Dojo. It is expected that up to two parents will be linked to a child's account; any additional adults will only be accepted in special circumstances.
- Parents can view their child's points total and story feed. They can also message their child's class teacher; this is where the following stipulations apply in order to keep all parties safe and use the tool to its advantages:
    - Parents can message teachers, however a response will only be given during the hours of 8am – 5pm Monday-Friday as the rest of the time teachers are set on 'quiet time'. The head teacher should only be contacted via school email.
    - Parents should be aware that an immediate response cannot be expected, as the main priority of staff is to teach, and a response will be given as soon as possible, during the working hours.
    - The following matters should **always** go through to Mrs Birch on the Reception desk and will not be

responded to by teachers: absence, sickness, school dinner enquiries and complaints.

- Parents should not use this messaging tool to enquire about the progress of their child on any level, but can use it to arrange a meeting with class teachers to discuss any questions they may have.
- Parents who do not use the messaging system correctly will be given warnings and where necessary, be taken off Class Dojo.

Teachers and Class Dojo

- Dojo points can be awarded to pupils when they show positive behaviour in class and around school. These can be: sharing, kindness, helpful, listening, ready to learn, achievement, collaboration and behaviours linked to the thinking skills.
- Dojo points are not taken away for negative behaviours, but are given to the Teaching Assistant.
- Staff should be aware of the working hours (Monday-Friday 8am to 5pm) surrounding Class Dojo and that parents may message outside of these times. Teachers are asked to refrain from checking their messages outside of these working hours, as they will be marked as seen and this can be viewed by parents.
- Should teachers receive any messages which they find inappropriate, they should see their line manager as soon as possible.
- Should a staff member be unable to answer a question via the messaging system, they can ask the parent to phone the school directly.
- Any messages which refer to absences, sickness, progress etc., should be directed to the school office with a brief message.