Oakley School

Skills for Life and Independence

Class Dojo Policy

Date reviewed: September 2025

Date agreed and ratified by Leadership Team: September 2025

Date of next review: September 2027

Appendices:

Definitions & key terms in this policy:-

Network	A collection of devices connected to one another to allow the sharing of data
App	A piece of software that can run through a web browser and on a smartphone, tablet or other electronic devices
GDPR	The European Union (EU) has established the General Data Protection Regulation (GDPR) to protect the processing of an individual's personal data and the free movement of that personal data

Aim of this Policy

To clarify the expectations for all staff and Families using Class Dojo.

Introduction

'Class Dojo' will:-

- Show and share with Parents/Carers examples of their child's learning and engagement at school.
- Show the progress pupils are making towards their learning goals and EHCP outcomes.
- Help staff communicate more effectively with Parents/Carers.

'Class Dojo' is a private and secure school communication platform that connects staff and Parents/Carers. It is a free app that works on a range of devices including; iOS, Android, Kindle Fire and on any web browser. It can be downloaded from the Apple App Store and Google Play Store.

At the beginning of each academic year, all Parents/Carers with Parental Responsibility will be requested to give their consent to use Class Dojo. Upon receipt of the consent form, Parents/Carers will be sent a unique access code, provided by their child's teacher or through an email invitation, to access ClassDojo. Parents can only view their own child/children's feedback points (if elected to be shown by their child's teacher) and portfolios, not those of any other pupils. In some classes, where it is appropriate, staff may use Class Dojo to reward behaviour by awarding Dojo feedback points.

As a Parent/Carer, the app allows you to do the following:

- Message with your child's class teacher via a 1:1 instant messaging service.

- View class news and reminders on Class Story - a private feed of moments from the classroom and school that only pupils, Parents/Carers, teachers and school leaders can see.
- View, like and comment on pictures and/or videos that your child's staff team post to your child's portfolio – a private portfolio of content that only the pupil, their parents, teachers and school leaders can see.

What is expected of staff using Class Dojo

- Teachers are expected to create a Class Dojo account via the website www.classdojo.com and to download the free app onto their school iPad.
- At the beginning of each academic year, teachers will create a new class group, including the Class name and school year (e.g. Hawks 2022/2023) and the school will archive the previous class. Each class group will have one log-in, created by the teacher. Support staff can use this account to share and communicate with parents using the teacher's school iPad but should not use their own personal accounts. This is so that the teacher can see all communication and to ensure transparency, consistency and the safeguarding of pupils and staff.
- Teachers are expected to send out invitations to the parents in their class (upon receipt of the parental consent form), and regularly encourage parents to join up. Teachers will add any new children to their class part way through the year (as appropriate) and remove any children and their family who leave the School.
- Teachers and support staff are encouraged to post updates on their class page. The frequency of information shared is at teachers discretion, but the following should be a minimum:

    - Regular reminders about class events such as sport and leisure, trips or assemblies.
    - Celebrations of work shared either individually to parents or via the class page.
    - Class Dojo points may be used in some classes as a reward system for learning progress, behaviour and achievements.

- All members of staff using Class Dojo are required to set 'quiet hours' on their page, this is where parents are informed that you may not read or reply to messages out of the designated hours. It is suggested that quiet hours are between 5.00pm and 8.00am.
- Teachers are respectfully reminded not to engage in any conversations about personal matters via the class page or the messaging service.
- Appropriate and professional language must be used at all times.
- Teachers will NOT share any concerns with Parents/Carers via Class Dojo, these will be communicated to parents via face to face meetings, emails and/or phone calls.
- If appropriate for their class, Teachers can use the Class Dojo points function as a reward system for learning, behaviour and achievements.
- Specialist Teachers and members of the Therapy Team will also use Class Dojo to communicate with the parents of the pupils who they are working with. The Therapy Team will use one shared account and sign off messages with the name of the Therapist who has written the message.
- The Leadership Team (Headteacher, Deputy Head and Assistant Heads) will have access to all classes and Phase Leaders will have access to their Phase classes to safeguard the wellbeing of pupils, Parents/Carers and staff. This access is for supervision only, if Parents/Carers wish to contact the Headteacher, please do so via the School Office.

What Parents/Carers can expect

- Parents/Carers can expect to receive a unique access code from their child's Class Teacher, once they have returned the Class Dojo consent form at the beginning of each academic year.
- Parents/Carers can expect Teachers to provide updates on their child's progress via Class Dojo in the form of photos, videos and messages.
- Parents/Carers can expect at least one message, photo or video from their child's class Teacher each week.
- Parents/Carers will only have communication on Class Dojo about their child's progress and engagement, any other concerns will be communicated via face to face meetings, emails and/or phone calls.
- Parents/Carers may expect to receive messages from Oakley Therapy Team via Class Dojo to communicate about pupil progress and therapy provision, if their child is being supported by this team.

What we expect of our Parents/Carers

- To engage with their child's learning and progress using Class Dojo.
- To share successes and activities outside school that support their child's progress and outcomes.
- To use Class Dojo only for educational related matters with members of staff (not personal).
- To respect the other pupils in their child's class and their families.
- To safeguard all of our children and young people, photos or screen shots that include other pupils, are not allowed to be shared on any social media platform.
- To share any sensitive information or concerns with staff via phone calls, e-mails or face to face meetings.
- That Class Dojo is **not** used for urgent communications. Matters that require an urgent response should be discussed via phone call or in person.
- Parents/Carers will not share the Unique Access code with any other family member or friend. It can only be used by the Parent/Carer of each pupil.

Safeguarding

All staff users of Class Dojo must use only school-issued devices and must not download the app on personal devices. For pupils in Local Authority Care or those without photo permissions, sharing procedures will be agreed between the class teacher and parent/carer. Senior School Leaders will monitor Class Dojo activity to ensure appropriate use. Any concerns about misuse should be reported to the Designated Safeguarding Lead.

Communication Protocols

Class Dojo is not to be used for urgent communications, reporting absences, or emergencies. Matters requiring an urgent response must be discussed via phone or in person. Staff will aim to respond to messages within two working days.

General Data Protection Regulation (GDPR)

'Class Dojo' is legally committed to never sharing any pupil personal information with advertisers, marketers or any third parties. They do not retain pupils' personal information that a school no longer needs and pupils' feedback points are deleted after 12 months.

Data Privacy

- Staff must not download the 'Class Dojo' app on any personal devices.
- No pupil's account, profile, or portfolio is made available or visible to the public through 'Class Dojo'. Only the pupil, the pupil's parents, and the pupil's teachers or school leaders can see the pupil's profile and portfolio.
- Class Story is visible by pupils, parents and school leaders who have logged into their accounts and are associated with that particular class. They are not viewable by the general public.

Monitoring

The Extended Leadership Team and Senior Leaders will regularly monitor Class Dojo usage. Any concerns or breaches of this policy should be reported to the Headteacher or Designated Safeguarding Lead.

Accessibility

A paper copy of this policy will be provided upon request.