



HOLY TRINITY CHURCH OF ENGLAND SCHOOL

Class Dojo Policy

Living and learning together as part of the family of God; we seek to inspire every person to be deeply rooted in the values of the Christian faith and to experience being connected in a loving community - to grow, flourish and bear much fruit. Inspired by John, Chapter 15:5

Governors' Committee Responsibility:	FGB
Staff Member:	SLT
Review Period:	3 Years
Date policy accepted by the Governing Body:	Summer 2023
Date for review:	Summer 2026

Values

We are believers that learning can only be achieved in an environment rooted in respect and love for each other. By growing this environment and growing this understanding in our children then we allow our children to flourish. This can only be achieved by working together as a school community – children, staff, parents, governors – to commit to these rules, to show faith in each other and to reap the fruits this will grow.

At Holy Trinity Primary School our philosophy is then further strengthened by our Christian Values. The seven values of Wisdom, Thankfulness, Compassion, Forgiveness, Perseverance, Friendship and Koinonia (Belonging), chosen by the staff, governors and children, reflect the aspirations we have for each child, to inspire a high level of spiritual and moral reflection and to challenge our learners to take responsibility for their own actions.

Expectations

It is a primary aim of Holy Trinity Primary School that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all.

This policy is based on the ethos that a school is at the heart of the community and effectively communicates with that community. Holy Trinity aims to support parents in understanding their child's learning at school and sharing our celebrations with them. We aim to promote the success of all our children and the success of the school as a whole.

Background

We believe that effective communication between home and school is essential to supporting children in their learning and in developing an engaged Christian community that celebrates and worships together.

As a result, we have introduced Class Dojo in every class to celebrate the sensible choices the children make and to engage parents in the daily life of our school. Class Dojo is a communication application (app) which connects parents/carers, teachers and children. Teachers use it as a communication platform to encourage children and to get parents/carers engaged in their children's learning. It has a reward component and a communication system.

Class Dojo is used alongside our other school reward systems which are already fully established. Each child gets an avatar, and teachers award dojos for things such as helping others, being on task, participating, persistence, teamwork and working hard.

There is also the ability to share whole school messages which is used to encourage parents to support whole school initiatives such as bringing in food for the Harvest festival, highlighting the shoebox appeal and sharing weekly school updates.

Teachers can give dojos throughout the school day. Each child's dojo can be displayed via a smart board, and parents, via their app, can see these. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared.

Aims

- To establish more effective communication links with parents.
- To work in alignment with the behaviour policy

Expectations for Staff

- Teachers are expected to create a Class Dojo account via the website www.classdojo.com and also download the free app onto their school laptop or other class device.
- Teachers are expected to check invitations to the parents in their class, and regularly encourage parents to sign up. It is imperative that teachers remember to add new children that join their class throughout the year.
- Class Dojo points are to be used as an addition to house points, the school's main reward system. They do not replace house points, but enhance them (10 Dojos = 1 house point).
- Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which has to be appropriate or relevant, is at the discretion of the teacher. The following should be a minimum though: regular reminder posts about swimming/PE days/home learning deadlines and/or other important class events such as trips or assemblies. In addition, celebrations of work should be shared either individually to parents or via the class page.
- All members of staff using Class Dojo are asked to set a 'quiet hours' on their page, this is when messages will not be read or responded to out of the designated hours. The agreed quiet hours

are between 5pm and 8am Monday to Friday and the mute notification should also be set for the weekends.

- It is not expected that teachers will need the app on their mobile device, please be mindful of the impact this may have on your personal time.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service (remember the school policy is to invite parents/carers in for face to face dialogue).
- All users of Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared electronically on any online platform from the school.

Expectations for children

- Children are expected to encourage their parents and carers to join the Class Dojo; they should be given the invitations and any update letters when sent out.

Expectations for parent/carers

- If you have any questions, do feel free to message your child's teacher on Class Dojo and they will also keep in touch with you via Class Dojo. You can still leave messages at the front office, send e-mails and communicate with the school in the same ways you used to.
- Class Dojo is not to be used for making complaints or raising serious concerns. Please contact the school office and bear in mind the separate Complaints Policy.
- In order to maintain the well-being of our class teachers, as well as ensuring they have a work-life balance, we ask that you bear in mind that though teachers can be messaged by you at any time, they will not respond back to the message during the 'quiet hours' which are from 5pm in the evening to 8am the following morning. Teachers may also take up to 24hrs to respond to the message depending on other needs of the class.
- Teachers will not be able to respond to your messages on weekends and any other time outside of the stated period. If it is an urgent concern or query, please do follow the channels of communications that you would have done previously.
- Class Dojo is for communication with your class teacher. If you wish to speak to the Senior Leadership Team or SENCO then you will need to direct your query to admin@holytrinitynorthwood.org

Monitoring of the Policy

- It is the responsibility of all members of staff who use Class Dojo to ensure it is used according to this policy. Monitoring of the policy will be by Senior Leaders who may ask to view the Class Dojo page at regular intervals to ensure the policy is being adhered to.
- This policy will be updated every three years by a member of the SLT.