

Kilkeel Primary School



Class Dojo Policy



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September 2021

Class DoJo is a digital classroom management tool designed to help our teachers improve pupil behaviour and communicate more effectively with parents. DoJo is an app where the child, teacher and parent can share work and announcements in a safe, secure and private social network environment. Each pupil gets an avatar, and teachers can award DoJo points for things such as good homework, participating in class or staying on task. Teachers can communicate with parents on a 1:1 messaging service, through pupil portfolios or via the class page where general class messages can be shared. In Kilkeel Primary School Class DoJo has been used to great effect during the Covid19 pandemic for remote/blended learning purposes.

Aims:

- ✓ To establish more effective communication links with parents.
- ✓ To create a meaningful, home-school connection so that parents and carers can better support their child's learning.
- ✓ To support remote/blended learning during Covid-19. Please see Appendix A

Expectations for Staff:

- Teachers are expected to create a Class DoJo account for each pupil in their class via the website www.classdojo.com and also download the free app onto their school iPad.
- Teachers are expected to send out invitations to the parents in their class and regularly encourage parents to join up – please remember to add any new children to your class if they join part way through the year.
- Teachers are encouraged to post updates on their class page to include information such as school dinner menus, important dates and class events e.g. school trips. In addition, celebrations of work should be shared either individually to parents through the messaging service, the pupil profile section or for everyone via the class page.
- To encourage children to add to their pupil profiles with a view to building up an organised, digital portfolio of their learning.
- All members of staff using Class DoJo are asked to set 'quiet hours' on their page, this is where parents are informed that you may not read or reply to the messages out of the designated hours. It is suggested that quiet hours are between 4.30pm and 8.30am weekdays and at weekends.
- It is not expected or recommended that staff download the app to their mobile device, please be mindful of the impact this may have on your personal time.
- Teachers are respectfully reminded not to engage in any conversations about personal matters via the class page or the messaging service.
- All users of Class DoJo are to make themselves fully aware of the children who are not to have their photographs shared on websites and social media from the school.
- Teachers may use DoJo for remote learning where the student is out for longer than a 2 week period due to illness. A Doctor's note will be required.
- Teachers should make themselves familiar with the guidelines in place in the event of a partial/ indefinite lockdown or for children who have not returned to school for medical reasons because of Covid-19. Please refer to Appendix A at the end of this document for that information.

Expectations for Children:

- Children are expected to encourage their parents and carers to join the Class DoJo.
- KS1 and KS2 children are expected to engage with the DoJo app and where appropriate take ownership of their work by posting samples of work on the pupil profile section of the app and sharing this with the class teacher.
- Children are expected to use Class DoJo responsibly, creatively and productively to help them become confident in the use of this digital app and begin to understand how we can use technology in a safe, creative way.

Expectations for Parents:

- Parents are expected to Join Class DoJo with a view to creating a triangle of communication between parents, teachers and students.
- Parents are asked to discuss and assist their children to share posts with the class teacher when necessary.
- We actively encourage parents to promote the use of Class DoJo in a positive and responsible manner by checking it regularly for important information updates and leaving positive comments where appropriate under individual or class work/photographs etc.
- DoJo should never be used as a forum for complaints, negative comments, or sharing of sensitive information. Parents should follow the normal school complaints procedures if they have any worries or concerns. Any inappropriate use of Class DoJo will result in removal from the class profile and ultimately the privilege of having this communication link with the school in respect of your child's education.
- Should you not wish to use Class DoJo, please be aware that you will not have access to some of the following:
 - Important general school information.
 - Updates which will include reminders about trips, school dinners and important events.
 - Photographs and evidence of how your child is getting on in school.
 - Guidance and resources that will be given and used in the event of another Covid-19 school lockdown for remote/blended learning purposes.

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 the ICT Team who may ask to view the Class DoJo page at regular intervals to ensure the policy is being adhered to.

Appendix A:

Use of Class DoJo in any of the following circumstances:

(1) A PUPIL/CLASS/YEAR GROUP ISOLATION BETWEEN 2-10 DAYS.

- The class teacher will aim to provide a continuation of work that would have been completed in school limited to spelling and reading practice and 1x literacy and 1x numeracy activity for each day of isolation via the Class DoJo App.
- This must be something that is manageable i.e. does not require printing off materials and should be something that the student can easily record in a notebook, photograph and send via Class DoJo as proof of completion.
- The class teacher will not be required to produce a home pack in this situation.
- Teachers will respond to DoJo messages after class contact time.

(2) AN INDEFINITE COMPLETE LOCKDOWN OF THE WHOLE SCHOOL

- The class teacher will be expected to provide a body of work in the form of a home pack.
- The class teacher will provide an agenda at the start of each week (Monday) via Class DoJo and outline the lessons to be covered and how best to use the pack provided to deliver these lessons at home.
- The class teacher will aim to provide suggestions for a continuation of the spelling and reading programs plus 1x literacy, 1x numeracy activity per day.
- You should encourage the parent/child to send photographic/video evidence of work completed and comment as appropriate.
- Some year groups may use the C2K Collaborative Ultra conferencing tool for face to face interaction. (A decision on how or if this can be used will be made depending on when lockdown occurs)
- Keep the parent informed regarding other important information and restock the learning pack as and when needed.

(3) A CHILD IN YOUR CLASS WHO HAS BEEN ADVISED BY A MEDICAL CONSULTANT NOT TO RETURN TO SCHOOL FOR AN EXTENDED PERIOD OF TIME DUE TO COVID 19

- The class teacher will be expected to provide a body of work in the form of a home pack which will replicate what is being taught in school.
- The class teacher will aim to provide a continuation of work that would have been completed in school limited to spelling and reading practice and 1x literacy and 1x numeracy activity for each day that the child is absent via the Class DoJo App.
- You should encourage the parent/child to send photographic/video evidence of work completed and comment as appropriate using the Class DoJo app.
- Keep the parent informed regarding other important information and restock the learning pack as and when needed.

At all times it is important to keep everyone's expectations realistic. This current pandemic has already and continues to cause much stress and anxiety within our community, remote/blended learning, should not add to that and individual circumstances must be taken into account. It will be our aim to provide an alternative forum for learning and communication in a crisis situation offering guidance, help and support to the best of our ability.