Ysgol Gynradd COEDPENMAEN Primary School

Together we care, Together we learn, Together we achieve.
Gyda'n gilydd rydym yn gofalu, dysgu a chyflawni.





Class Dojo Expectations and Acceptable Use Policy at Coedpenmaen Primary School

Introduction:

Class Dojo is an online platform which offers many useful features including positive behaviour management, parent/teacher communication and class/ school news feeds. 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:

Pupils and Class Dojo:

- Class Dojo is an online platform that we use to communicate with parents/carers at home.
- In the event of a lockdown, we can use Class Dojo to set children work in line with what the teacher sets in the classroom, in addition to other platforms.
- Class Dojo can be used on all electronic devices relying that they are connected to the internet.
- Children do not have access to messaging services through their student accounts.
- Children must not access their parents/carers account or use it to send messages to their teachers.
- Pupils will be awarded Dojo points when they show positive behaviours such as: helping others, Independent work, good listening, being on task, participating, being persistent, working hard, team work, speaking Welsh and behaviours linked to our school values.
- Dojo points will not be taken away for negative behaviour.
- Pupils should not ask for Dojo Points; staff will be on the lookout for pupils who demonstrate the desired positive behaviours.

Parent/ Carers and Class Dojo:

- Parents/Carers can use a generated invite code in order to link with their child's class, either through the use of the smartphone 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/carers will be linked to a child's account, any additional adults will only be accepted in special circumstances.
- Parents/Carers can view the total number of points their child has received along with the reason that they have been given.
- Parent/Carer accounts also have the facility to send messages to members of staff, however the following stipulations apply:
  - Parents/carers may message class teachers, however there is no expectation for teachers to reply outside the hours of 9am-4pm or the 'quiet hours'. This is essential to safeguard the wellbeing and work-life balance of our staff. If there is an emergency after these hours, you can message on Class Dojo to members of the Senior Leadership Team and they will aim to respond within 24 hours.

- Parents/carers 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/carers should remain polite and considerate at all times in written communications with the class teacher.
- Parents/carers 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/carers should look at the newsfeed regularly to keep up to date with messages, school events and information.
- Parents/carers 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:

Purpose:

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

Expectations:

- Class Dojo is just one form of communication – you may also speak with your class teacher at the start and end of the school day at the classroom door, email the school admin - admin@coedpenmaenprimary.rctcbc.cymru or telephone the school – 01443 486828
- Class Dojo messages may **not** be answered by class teachers in the school day, as their focus will be on teaching the children: teachers may respond to messages between 9.00 and 4.00 (depending on other timetabled commitments such as staff training). For non-urgent messages, this may not be immediate, but within 24 hours.
- Please pass on messages about appointments, attendance or ALN concerns via the school office or admin address: admin@coedpenmaenprimary.rctcbc.cymru, not via Dojo.

Teachers and Class Dojo:

- All class Dojo classrooms will be set up annually by a member of SLT or the school admin team.
- Teachers are expected to send out invitations to the parents/carers in their class and regularly encourage any parents who are not connected to sign up.
- Teachers will be encouraged to award Class Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning.
  1 point = Good, 2 points = Excellent, 3 points = Outstanding.
- Dojo points will not be taken away for negative behaviour.
- Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which must be appropriate and relevant, is at the discretion of the teacher. The following should be a minimum, therefore each week each class will have:
  - Regular reminders about PE days, swimming, class trips.
  - Any home learning activities and deadlines.
  - Celebrations of work should be shared either individually using the Portfolio or via the whole class Story page.

- Friday afternoon summary: Work completed, special mentions, class reading book shared, Star of the week along with reminders and notices for the week ahead.
- These expectations will be monitored weekly.

- Staff should be aware of their working-Class Dojo hours (Monday- Friday 9am – 4pm).
- 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/carer 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.
- All members of staff are respectfully reminded not to engage in any conversations about personal matters via the class page, profile messaging service. The school policy is to invite parents/carers in for face to face dialogue or phone call when this is not possible.

Dojos as a reward system:

- Dojo points are to be used to celebrate achievement and effort.
- Teachers will be encouraged to award Class Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning.
  1 point = Good, 2 points = Excellent, 3 points = Outstanding.
- It is expected that all children will have a minimum of 25 Dojos a term.
- When children reach the milestones of 25, 50 and 75 Dojos then they will have a certificate and a house point.
- When all children in a class reach 25, 50 and 75 Dojos, then a whole class reward will be given. The activity chosen will be at the discretion of the class teacher - This must be inline with our Healthy schools policy.
- All Dojo points will be reset to 0 on a half termly basis.
- As we are working to achieve our next Healthy Schools Award – we will **not** be rewarding pupils with chocolate/food or other unhealthy rewards.