

CLASS

dojo



Class Dojo Policy

STRANDTOWN PRIMARY SCHOOL

June 2026



Introduction

- ClassDojo is an online tool which offers many useful features including behaviour management, parent/carer and teacher communication as well as class/school newsfeeds. Strandtown Primary School will use ClassDojo for all of these features.
- ClassDojo is free and works on any iOS/Android/Kindle Fire device or web browser. Parents/carers can also read all Class Story posts in their preferred language instantly.
- For the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers in order to keep ClassDojo as a positive tool.
- These stipulations will be annually reviewed to reflect the values of the school.
- ClassDojo is compliant with the GDPR and parents/carers give permission for the school to process their child's data on the system when they complete the data processing consent form. All information on ClassDojo is private between teachers, parents/carers and students. Information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo. Teachers, parents and students can always access and delete their information at any time.

How does Class Dojo work?

- We use the ClassDojo App to communicate securely with parents/carers about their children online. The app offers a Facebook style interface which manages the flow of frequent information from school to home.
- Parents/carers are sent a passcode which connects them to their child's account - we use ClassDojo from Year 4 through to Year 7.
- Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar (monster) as well as view their points. Please note, children do not have access to use messaging services through ClassDojo.
- It provides an easy way for you to join the conversation. It is secure and personal to our school and provides information in an easy to use format similar to Twitter and Facebook.
- We will use ClassDojo to keep in touch with you about school events, send reminders, send celebratory messages about learning and community activities.

Class Dojo has four main elements that we will be using:

- Digital Sticker points** - Pupils will collect Dojo points from staff members when they show positive behaviours linked to our school values and school rules.
- Class Story** – Weekly homework planner, general class news and celebrations, reminders, updates and examples of work and learning from in the class.
- Year Group Page** – news specific to Year Group and messages from Head of Year.
- School Story** - news from across the school, whole school information and updates and messages from the Senior Leadership Team.
- Portfolios** – pupil portfolios will be used to upload work from in class and for pupils to upload homework and learning from home. **Portfolios will be the main platform used in the incident of a bubble closure.**

Class Dojo will be used at Strandtown Primary School for:

- Homework** – Recording of weekly homework. This will be in place of a homework diary.
- Home learning** – In the event of a school or bubble closure for home learning.
- Communicating with parents** – Communicating with parents via class/school and private messaging.

Parents/Carers and ClassDojo

ClassDojo is only available to parents/carers with parental responsibility of children registered at the school. Parents/carers are reminded that they should not take images from ClassDojo and post them elsewhere online. What is posted in Dojo stays in Dojo. Breaching this requirement will lead to account suspension. A maximum of 2 parent/carer accounts should be available per child.

- If parents/carers sign up to use ClassDojo, parents/carers then they have accepted in full if they sign up to use ClassDojo. Parents/carers 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/carers or legal guardians will be given access codes to ClassDojo.
- Parents/carers can view their child's points total and story feed. They can like posts and can also message their child's class teacher.
- Parents/carers can message teachers during the hours of **8.30am – 5.00pm** Monday-Friday as the rest of the time teachers are set on 'quiet time'.
- Parents should always message the class teacher in the first incident. The class teacher will then inform you of who to contact if they cannot help.
- Parents/carers should be aware that teachers will not have the capacity to respond to all messages but will endeavour to do so within 48 hours during working days only. They may be unable to read the messages sent during class teaching hours.
- Parents/carers should be aware that if a message requires an immediate response it must be directed to the school office.
- Parents/carers should not use this messaging tool to enquire about the progress of their child but can use the platform to request a meeting with class teachers to discuss any questions they may have.
- The following matters should always go through the main office:
 - Absence (such as medical appointments or medical results)
 - Sickness
 - School dinner enquiries
 - Complaints
 - Urgent messages (e.g., collection of children)
 - Safeguarding concerns
- Information that is sensitive and private will be sent to the teacher via the private messaging platform and remain confidential.
- If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must indicate so on the ClassDojo Permission Form (available from the school office if not already submitted).
- Parents/carers cannot share photographs, messages or work samples published on ClassDojo on their personal social media accounts due to a breach of privacy. Parents/carers who share private or confidential material or information may be removed from ClassDojo.
- Parents/carers will recognise that ClassDojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare students work samples, digital recordings or photographs.
- Parents/carers will understand that the number of posts will not be consistent from week to week and will be dependent on events that are happening in school. The number and content of posts may also differ across year groups.

Parents who do not use the messaging system correctly will be given one warning before being taken off ClassDojo.

Teachers and ClassDojo

- Staff should be aware of the working hours (**Monday-Friday 8.30am to 5pm**) surrounding ClassDojo and that parents/carers 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/carers. (***Exception can be made for emergencies***)
- Staff are advised to put parameters around the use of Dojo by activating ***mute weekend, quiet hours*** or deactivating ***read statuses*** during non-working hours.

- 👤 Should teachers receive any messages which they find inappropriate, they should see their Head of Year 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.
- 👤 Teachers are encouraged to post updates on their class page- the amount is at your discretion and may include regular reminder posts about PE days/homework deadlines and other important class events such as trips or assemblies. In addition, celebrations of work should be shared either individually to parents/carers or via the class page.
- 👤 Teachers may share messages and work samples via the Class Story page that promote positive understandings of class and whole school learning.
- 👤 Teachers will only use the **first names** of the children when posting pictures or messages on ClassDojo (and may, on occasions, use the first initial of a child's surname also if there is more than one child that shares the same first name within that class).
- 👤 Teachers will only reply to messages that they receive from parents of children within their class. They will ignore any messages received that do not follow this rule.
- 👤 Information that is considered sensitive or private will be communicated with parents/carers **only** via the private messaging platform, not through Class Story or Student Story.
- 👤 Teachers are respectfully reminded to not engage in any conversations about personal matters or behavioural issues via this messaging service. Teachers should not use the messaging service to share any concerns of incidents that have arisen related to pupil progress or behaviour. Such communications must be carried out by telephone conversation.
- 👤 All users of Class Dojo are to make themselves fully aware of the children who **do not** have permission to have their photographs shared on websites and social media from the school. Teachers will share photos, digital recordings, messages and work samples only for students whose parents/carers have given written permission that this information can be shared.
- 👤 Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.
- 👤 It is not expected that you will need the app on your mobile device, please be mindful of the impact this may have on your personal time if you do decide to have the app on your mobile device.
- 👤 ClassDojo is the responsibility of the class teacher and only the class should post on the class story. If the class teacher is on sick or long-term leave, the responsibility will be passed to another member of staff.

Using ClassDojo for homework

- 👤 Homework for the week will be posted on ClassDojo on a Monday to allow families flexibility to plan for other activities during the week. Children will complete their written homework in their homework books.
- 👤 Teachers will upload homework to be completed outside of school at home.
- 👤 Any queries regarding homework can be communicated to the class teacher. Teachers will respond within working hours to these messages.

Using ClassDojo for Home Learning

In the event of a school, bubble or class closure, ClassDojo will be used as a platform for home learning.

- 👤 Teachers will share links, activities and resources to allow work to be completed at home.
- 👤 Teachers will comment, like or return work to pupils once it has been completed. Work may not always be marked straight away due to other teaching commitments or availability. (Detailed feedback will be provided on one piece per day)
- 👤 Parents can message teachers for information or help when home learning. However, the response may not be immediate, especially if the teacher is still teaching within school.
- 👤 Staff and parents are expected to follow guidelines set out in the 'Acceptable Use' policy.
- 👤 Parents have the responsibility to regularly check and monitor Home Learning.