



LANDAU  
FORTE  
ACADEMY  
MOORHEAD

<b>Policy Name</b>	<b>Class Dojo</b>
<b>Policy Number</b>	
<b>Date of Issue</b>	<b>September 2020</b>
<b>Author</b>	<b>Mrs McNeil/Mr Cafferky</b>
<b>Reviewed by</b>	
<b>Date of next review</b>	<b>September 2021</b>

**Notes:**

All policies issued across the Trust must be created from this Template

## 1. Scope of the policy

This policy applies to Landau Forte Academy Moorhead

## 2. Purpose of the policy

This policy is to ensure the safe and acceptable use of the remote platform of Class Dojo. We believe that effective communication between home and school is essential to supporting children in their learning.

As a result, we have introduced class dojo in every class to celebrate the sensible choices the children make. 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.

Teachers can use their computers/smartboards to give dojos throughout the day. Each child's dojo can be displayed via a smart board, and parent, via the app can see these. Teachers can communicate with parents on 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 enhance the current effective behaviour policy

### **Expectations for staff:**

- Teachers are expected to create a class dojo account via the website.
- Teachers are expected to send out invitations to the parents/carers in their class and regularly encourage parents to sign up. It is imperative teachers remember to add new children that join the class throughout the year.
- Class Dojo points are awarded linked to our school values.
- Teachers are encouraged to post updates on their class pages. This should include various notices e.g. PE days. There should be celebrations of work throughout the term.
- All members of staff using Class Dojo are asked to set 'Quiet hours' on their page so it will alert families that their message may not be responded to immediately. These are between 17:00 and 07:30.
- Teachers do not need this app on any personal device they have.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service. School policy is to invite them in face to face or to ring the school.

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- Staff need to be aware whose photo can be shared digitally and adhere to these guidelines.

### **Expectations for parents/carers**

- If you have any questions or concerns, 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 as normal.
- In order to maintain the well-being of our 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 during the quiet hours (17:00 – 07:30).
- 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 communication that you have done so previously.

### **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 will have access to all class pages.

## **3. Policy Detail**

Please continue with section headings in this format through the template.

The final page of the policy should be the change log detailing amendments (legislation update etc).

If this is a detailed policy, please also use paragraph numbering so that this can be easily referred to when communicating with staff, students and parents.

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<b>Date</b>	
<b>Change Made</b>	
<b>Made By</b>	