



LANDAU
FORTE
ACADEMY
MOORHEAD

Policy Name	Class Dojo Policy
Policy Number	POL018
Date of Issue	September 2020
Author	Mr T Cafferky
Reviewed by	Miss S Anam
Date of next review	January 2025

Review date	By whom	Summary of changes made	Date implemented
January 2022	Miss Anam	Parent agreement added	January 2022
January 2023	Miss Anam	Reviewed no changes made	January 2023
January 2024	Mr T Cafferky	Reviewed no changes	

This policy outlines the use of Class Dojo at Landau Forte Academy Moorhead. Class Dojo has rapidly become a great communication tool between parents/carers and teachers. Teachers use it as a communication platform to encourage children and to get parents/carers engaged in their children's learning.

Class Dojo has a reward component- Dojo points which will coincide with our school behaviour policy. Without exception, success is to be celebrated at all levels and all staff will use Class Dojo as much as possible, wherever and whenever it is appropriate. Therefore, Dojo points should not be taken away from a child. Dojo points should be given to students for progress, attainment, good behaviour, and good citizenship. Parents will be notified via the app when children receive Dojo points, showcasing children's achievements.

Teachers are expected to create a 'Be a Blackbelt learner!' display in their classroom to celebrate the children's success. This display will promote positive learner behaviour and encourages children to aim for the 'blackbelt' and earn as many Dojo points as possible. Full use of the Dojo point system should be made by teachers in every classroom. Dojo points should be added by adults working in the class. Dojo points can be allocated to an individual or to groups of children for the reasons listed below:

1 to 3 Dojo points are awarded to an individual for:

- Promoting the school learning values: Believe, Dream and Achieve.
- Demonstrating the attributes of a growth mindset
- An exemplary learning outcome
- Promoting the class expectations

A maximum of 5 Dojo points are awarded to an individual for:

- 5 times reading at home per week.
- Sticker/reward from AHT, Deputy, Head
- Star of the week

Above is the display expectation in each classroom. This will create a healthy competition between the pupils in classrooms to reach the different Dojo belts and promote a positive learning environment. As shown on the display, teachers can add 'Dojo coupons' for pupils earn on their journey become a 'blackbelt learner.'

The Dojo points will be accumulated over the term to give children plenty of opportunities to earn their black belt and at the end of each term, classes will hold a special recognition to showcase pupils who have reached the "black belt" and special black belts will be given out to the pupils by Mrs McNeil. The

Dojo points will be reset each term (three times a years) to allow all children to try their best to become 'blackbelt learner' each term.

Our rewards system is based on our school values, growth mindset and children making 'respectful choices' about their learning behaviours and respecting others right to learn. It is recognised by all staff at Moorhead that for children to learn, they need to make mistakes, within a safe environment.

Children will make mistakes with their learning and their behaviour. However, these mistakes should be new mistakes. Through discussion, children should be encouraged to articulate the mistake that has been made and how they will address this next time. Children may need support from adults to empower and support them to do this. Teachers can communicate with parents on Class Dojo's 1:1 messaging service to share any behavioural concerns about pupil to their parent/carer.

We believe that an effective partnership between home and school is beneficial in supporting children in their learning. As a result, class Dojo is being used as a main communication tool to connects parents/carers, teachers, and children. We have outlined the teacher, parent/carer responsibilities for effective communication and engagement on class Dojo below.

During remote learning, teachers can create engaging content including videos and interactive tasks for children to complete. Parents can be kept informed of class events and see evidence of their child's work and learning environment. They can communicate with teachers via 1:1 messaging.

Teacher Responsibilities:

- Teachers are expected to access their Class Dojo account via the website www.classdojo.com and download the app onto their school laptop and iPad.
- Teachers are expected to post the minimum of 2 post updates on their class page per week. The number of posts teachers make and the content, which must 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.
 - weekly celebrations of work should be shared either individually to parents or via the class newsfeed.

- 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 8:00am - 5:00pm, Mondays to Friday, and all-day Saturday and Sunday.
- It is not expected that teachers will need the app on their mobile device, as we must be mindful of the impact this may have on their personal time.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service or get into lengthy discussions. If a message from a parent requires more than a simple response, then a phone discussion is more appropriate.
- Teachers must make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on Class Dojo and ensure that these children do not appear on Class Dojo.

Parent/Carer Responsibilities:

- Agree to follow the Parent User Agreement Form (appendix 1) before using Class Dojo.
- If you have any questions, queries, 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, send e-mails, and communicate with the school in the same ways you use to. If a matter cannot be easily resolved via the messaging service, the class teacher will arrange a phone call or meeting.
- 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'
- 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.
- Parents must be polite and respectful when messaging teachers or commenting on the class news feed. Any inappropriate comments will be removed/blocked, and the service may be removed.

- Parents must ensure that their child uses Class Dojo safely and support them in uploading evidence of learning.

Class Dojo Parent User Agreement Form

Parents/Carers must agree to the following to join Landau Forte Academy Moorhead's Class Dojo account.

- I have read and understood the school's Class Dojo Policy.
- I give permission for my child to use Class Dojo.
- I agree to the school posting pictures of my child, their work and positive comments about my child on Class Dojo, which could be viewed by other members.
- I am aware that all images posted on Class Dojo remain the property of Landau Forte Academy Moorhead and should not be reproduced. I agree not to copy or reproduce images, e.g., as screen shots, or post them on social media.
- I agree that any messages or information I send to the school will be positive, respectful and in keeping with the positive spirit of Class Dojo and the school policies. I understand that teachers will only access Class Dojo Monday to Friday 8am-5pm and I will wait up to 24 hours for a response before contacting again.
- I agree not to post negative messages or raise serious concerns on the Class Dojo site. Should I have any complaints or concerns related to my child's education or care, I agree to raise the issue using the stages identified in the school's Complaints Procedure and Policy. (Note – This policy is available on the school website or in person from the school office.)
- I agree not to share my password with anyone other than immediate family members, e.g.spouse.

If I have any concerns, queries or questions regarding Class Dojo or any content posted on the site, I will raise them with the Deputy Headteacher or the Headteacher.

Signed

Parent of Class

Privacy

When using Class Dojo you will be subject to the Privacy Policy and any posted guidelines, policies or rules applicable to specific features of the Class Dojo Website or ClassDojo App. Details of the policy can be found on <https://www.classdojo.com/en-gb/terms/>

ClassDojo is a U.S. based company, so pupil data may move outside the EU. As such, in compliance with GDPR, parents need to be informed of this fact and give consent for this. The school has updated its privacy notice to acknowledge that this data is moving outside the E.U. and will also maintain a data impact assessment on Class Dojo. Parents should be aware of the ClassDojo privacy notice and information regarding security measures for outside the U.S. Class Dojo complies with the EU – U.S. Privacy Shield Framework. The privacy shield is a framework that governs how data is transported safely and securely between the EU and US and has been developed by both sides. To learn more about the Privacy Shield program, and to view ClassDojo certification, please visit <https://www.privacyshield.gov/>

With respect to personal data received or transferred pursuant to the Privacy Shield Frameworks, ClassDojo is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In 5 certain situations, ClassDojo may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements. For full details of the ClassDojo privacy notice and security measures outside the U.S. see: <https://www.classdojo.com/privacy>

You may also be interested in watching the video in the link below which gives a brief, simpler explanation of some of the security and privacy controls on ClassDojo. <https://vid.ly/7d4i1b>

The school reserves the right to deny further access to the school's ClassDojo account in the event of violation of these terms.



LANDAU
FORTE
CHARITABLE
TRUST

Date	September 2020
Change Made	Version 2.0
Made By	Miss S Anam