



Engage | Motivate | Inspire

Trafford Alternative Education Provision

ClassDojo Policy

[2022]



Trafford Alternative Education Provision



Our Mission Statement:

Trafford Alternative Education Provision is committed to providing....

A 21st Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.



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Policy Title:	ClassDojo Policy		
Last Reviewed & Updated:	August 2022	Due for Review:	August 2023

Document control

Version control/History

Name	Description	Date
Linda Thompson	Version 1	August 2022

Approvals

Name	Position	Date
Linda Thompson	Executive Headteacher	August 2022

Links to

Policy
<ul style="list-style-type: none">• ICT Acceptable Use Policy• Child Protection & Safeguarding policy• GDPR Policy & Privacy Notice• E-Safety Policy

1. Introduction

We believe that an effective partnership between home and school is beneficial in supporting children in their learning. As a result, we have introduced Class Dojo in all-year groups.

- ClassDojo is an online tool that offers many useful features including behaviour management, parent/carer, and teacher communication as well as class/school newfeeds.
- 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.
- In order for the system to work efficiently and effectively, this document will highlight the expectations around use from teachers and parents/carers in order to keep ClassDojo as a positive tool.
- These expectations will be annually reviewed during and after the implementation of ClassDojo to reflect the values of the school.
- ClassDojo is compliant with the GDPR. All information on ClassDojo is private between teachers, school leaders, and parents/carers. Information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo. School Leaders, Teachers, and parents can access and delete their information at any time.

2. Aims

Aims

- To establish more effective communication links with parents.
- To support and enhance home and remote learning.

Part-Time staff - working days

Pervin Nadim	Monday, Tuesday, Wednesday
Joan Johnstone	Wednesday, Thursday, Friday
Toni Grainge	Monday, Tuesday, Thursday, Friday

3. Teacher Expectations

- Teachers are expected to access their Class Dojo account via the website www.classdojo.com and also download the free app onto their school laptop or tablet device.
- Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which has to 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
 - Notification of Shine Assembly should be made by direct message
- Teachers are expected to check class Dojo daily
- Teachers are not expected to respond to class dojo messages during learning 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.
- Behaviour incidents, restorative conversations, accidents & injuries should be communicated in person or by phone call. Any changes to this approach to support family needs must be agreed by SLT.

4. Parent/Carer Expectations

- All families are encouraged to sign up to Class Dojo as this will be the main source of communication for TAEP.
- In order 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 may not respond back to you outside of working hours
- The following matters should always go through the Reception desk and will not be responded to by teachers:

Absence (such as medical appointments) ◦ Sickness ◦ School dinner enquiries ◦ ◦ Complaints ◦ Urgent messages 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/carers should be aware that an immediate response cannot be expected, as the main priority of staff is to teach, and a response will be given as soon as possible, during working hours.
- Parents/carers should not use this messaging tool to enquire about the progress or behaviour of their child, but can use it to arrange a meeting with class teachers to discuss any questions they may have.
- **ClassDojo is only available to parents and children registered at the school. Parents 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**

