ClassDojo Usage Policy – Key Guidance for Parents & Teachers

Why we use ClassDojo

- To strengthen communication between school and home.
- To enhance our behaviour policy by rewarding positive choices.
- To make home learning more accessible and impactful.
- ClassDojo is free, secure, and available on any device.
- Parents can read posts in their preferred language.
- All data is GDPR compliant and private between school and families.

How ClassDojo Works

- Digital Points – Children earn points for positive behaviours linked to school values.
- Class Story – Updates, reminders, celebrations and photos from your child's class.
- School Story – Whole-school news, events and achievements.
- Parents receive a secure code to connect to their child's account (Nursery–Y6).

Expectations for Parents & Carers

- Access – Only parents/carers will be given codes.
- **Messaging Teachers – Available Mon–Fri, 8am–4pm only. Teachers will respond within 24 working hours. Messages outside these times will be answered the next working day. Do not expect immediate replies; teaching is the priority.**
- Appropriate Use – Only message your child's class teacher (not other staff). **Do not use Dojo for absence, sickness, lunch enquiries, urgent messages, or complaints – these must go via the school office.** Do not discuss your child's academic progress via messaging; request a meeting instead.
- Photos & Privacy – Do not share images or posts from Dojo on social media. If you do not want your child's image/work shared, inform the school office. Dojo is for celebrating learning, not comparing children.
- Misuse – Parents who use the system inappropriately will receive one warning before their account is removed.

Expectations for Teachers & Staff

- Respond to parent messages only within working hours (8am–4pm, Mon–Fri).
- Escalate inappropriate messages to SLT.
- Direct absence, sickness, progress or complaints to the office.
- Post updates/celebrations at your discretion (reminders, photos, achievements).
- Do not use names when sharing posts/photos.
- Do not share ClassDojo content on personal social media.
- Only share images/work of children with parental consent.

Monitoring & Support

- Senior Leaders will regularly monitor ClassDojo use.
- All users agree to follow this policy and code of conduct.
- Breaches will be dealt with by the Head Teacher.
- For more about ClassDojo: https://www.classdojo.com/en-GB/#LearnMore