



# ClassDojo Usage Policy

## – Guidance and Expectations

This policy was adopted: March 2023

Policy will be reviewed: September 2025

## Background

At Berry Hill Primary School, we aim to provide a positive learning environment for all children, where effective teaching and learning can take place. We believe that effective communication between home and school is essential to supporting children in their learning and embrace the opportunity to highlight pupils encompassing our school values to Be Kind; Work Hard & Be Brave.

## Aims

- To establish more effective communication links with parents / guardians.
- To complement the current effective behaviour policy.

## 1 Introduction

1.1 ClassDojo is an online tool which offers many useful features including: behaviour management, parent / guardian and teacher communication as well as class / school newsfeeds.

1.2 ClassDojo is free and works on any iOS / Android / Kindle Fire device or web browser. Parents / guardians can also read all Class Story posts in their preferred language instantly.

1.3 In order for the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents / guardians in order to keep ClassDojo as a positive tool.

1.4 These stipulations will be annually reviewed during and after implementation of ClassDojo to reflect the values of the school.

1.5 ClassDojo is compliant with the GDPR and parents / guardians 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 / guardians and children. Information is never sold and ClassDojo permanently deletes pupils' personal information when they stop using ClassDojo. Teachers, parents and children can always access and delete their information at any time.

## 2 How does Class Dojo work?

2.1 We use the ClassDojo App to communicate securely with parents / guardians about their children online. The app offers a 'Facebook style' interface which manages the flow of frequent information from school to home.

2.2 Parents / guardians are sent a passcode which connects them to their child's account - we use ClassDojo from Year 1 to Year 6.

2.3 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 three main elements that we will be using:

- **Digital Sticker points** – At Berry Hill, pupils earn House Points. These House Points are recorded as Dojo Points from staff when they show positive behaviours linked to our schools values: Be Kind; Work Hard; Be Brave
- **Class Story** - general class news, photographs and celebrations, reminders and updates.
- **School Story** - news and photographs from across the school, informing you about whole school events, sporting results and other whole school information and updates.

## 3 Parents & Guardians

***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.***

3.1 Only parents / guardians will be given access codes to ClassDojo. It is expected that up to two parents will be linked to a child's account; any additional adults will only be accepted in special circumstances.

3.2 Parents / guardians can view their child's points from the previous 2 two weeks. They can 'like' class posts. They can also message their child's class teacher.

3.3 Parents / guardians should be aware that teachers will not necessarily respond to messages straight away, but will endeavour to do so within 24 hours during working days only. They may also not read the message that you have sent until

the end of the day due to their teaching commitments. A teacher's main priority is to teach and this will always take priority over replying to messages.

3.4 Parents / guardians should only message their child's class teacher and should not use ClassDojo to message any other members of the school staff.

3.5 ClassDojo is solely a positive communication tool to acknowledge and share positive behaviour, events and learning. For low level enquiries and comments, it can also be an effective communication tool. For all other communication needs, emailing the school office on [office@berryhill.notts.sch.uk](mailto:office@berryhill.notts.sch.uk) remains the appropriate process. This is absolutely imperative should a parent or carer have a complaint or is unhappy about an issue. Teachers at Berry Hill are very conscientious and the headteacher has a duty of care to safeguard the emotional wellbeing of his staff. Part of this is ensuring that teachers do not spend the night worrying about a complaint all night that they cannot do anything about until the next day. Therefore it is not acceptable for teachers to be sent criticism or complaints via ClassDojo. The appropriate way to raise any such issues is through emailing the school office. Failure to comply with this may result in access to ClassDojo being withdrawn.

3.6 All administrative messages must continue to go through the school office. There is no guarantee that ClassDojo messages will be read during the day so issues such as sickness, appointments, urgent messages about pickup etc. must continue to go through the school office, either by phone on 01623 478477 or by email: [office@berryhill.notts.sch.uk](mailto:office@berryhill.notts.sch.uk).

3.7 We want communication through ClassDojo to feel like a positive experience for all parties. If a teacher feels that communication or communication requests from a specific person is becoming excessive, our first port of call will be to speak with the individual concerned and request that it becomes less frequent.