Northfield Manor Primary Academy

Class Dojo Policy

Date of last review:	September 2025	**Review period:**	1 year
Date of next review:	September 2026	**Type of Policy:**	School
Approval by:	Headteacher	**Signed:**	

Class Dojo Expectations and Acceptable Use Policy

Introduction:

Class Dojo is an online platform which offers many useful features including positive behaviour management, parent/teacher communication and class/ school newsfeeds. To ensure we are able to safely utilise what it has to offer, it is important that all users are aware of the following expectations:

Pupils and Class Dojo:

- Class Dojo is an online platform that we use to share information about pupils learning and to communicate with parents at home.
- Class Dojo can be used on all electronic devices relying that they are connected to the internet.
- Children do not have access to messaging services through their student accounts.
- Children must not access their parents account or use it to send messages to their teachers.

Parent/ Carers and Class Dojo:

- Parents can use a generated invite code in order to link with their child's class, either through the use of the smart phone app or the Class Dojo website.
- Only parents or legal guardians will be given access codes to Class Dojo. 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.
- Parents can view the total number of points their child has received along with the reason that they have been given.
- Within the app or website, parent accounts also have access to both a whole-school and class newsfeed where you will find important information posted by staff.
- Parent accounts also have the facility to send messages to members of staff, however the following stipulations apply:
  - Parents may message class teachers, however there is no expectation for teachers to reply outside the hours of 8am-6pm. Messages should not be sent to staff during the weekend. This is essential to safeguard the wellbeing and work-life balance of our staff.
  - Parents should not use the messaging tool to share extensive concerns or to make general enquiries but can use it to arrange a meeting with a class teacher to discuss questions that they may have.
  - Parents who do not use the messaging system correctly will be reminded to use the service correctly. If this is repeated then they risk being removed from the online platform.
  - Parents should look at the newsfeed regularly to keep up to date with messages, school events and information.
  - Parents should not post negative responses to information shared or make comments that might result in disagreements.
  - Parents are expected to maintain conduct and communication in line with the Parent Conduct Policy.
  - Parents must make sure that children cannot access their parent account and are not able to send messages under their name.

- For significant concerns, general enquiries or to pass on messages about appointments, attendance or SEND concerns, please contact the school office – 0121 594 0898 or admin address: enquiry@northfieldmanoracademy.org.uk, not via Dojo.

Teachers and Class Dojo:

- Teachers will be encouraged to award Class Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning.
- Staff should be aware of their working-Class Dojo hours (Monday- Friday 8am – 6pm).
- Teachers should not feel pressurised to check or respond to messages outside of the above time frame and are encouraged to activate 'quiet hours' on their account.
- Teachers are not required to respond to parent messages whilst they are teaching.
- Teachers will endeavour to respond within 24hours, but no longer than 48hours if this is not possible.
- Should teachers receive any messages which they find inappropriate, they should report them to a member of the Senior Leadership Team immediately so that appropriate action can be taken.
- Should general enquiries be made, such as arrangements for lunch or after school clubs, or extensive concerns raised through use of the platform, teachers will respond by redirecting the sender to communicate via the correct avenues.

The headteacher will not respond to messages via dojo unless arrangements are in place with individual parents. For enquiries or to arrange to meet/ talk with the headteacher, please contact the school office – 0121 594 0898 or admin address: enquiry@northfieldmanoracademy.org.uk

Last Reviewed: September 2025