

Malpas Court Primary School

Ysgol Gynradd Llys Malpas

"Where children learn to live
and live to learn in an ever changing world"



Malpas Court Primary School

Home/School Communication

Policy

Signed *D. M. H. Kelly* (Headteacher)

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Signed *D. Magan* (Chair of Governors)

Date 02.10.24

To be reviewed 02.10.26

Introduction

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

The following policy refers to the use of Class Dojo as a home-school communication.

Aims:

- To ensure key information relating to school life or classes is shared quickly and efficiently;
- To maintain the community relationship between Malpas Court Primary School and families so that school continues to be an active presence in their lives;

Pupils and Class Dojo:

- Pupils will be awarded Dojo points when they show positive behaviours such as: sharing, helpfulness, good listening, being ready to learn, effort, achievement, collaboration and behaviours linked to our school INSPIRE values. They may also be awarded points for additional work they complete as home learning tasks.
- Dojo points will not be taken away for negative behaviour.
- Children do not have access to messaging services through their student accounts.
- Children must not access their parent's account or use it to send messages to their teachers.
- The use of Dojo points is explained in our school behaviour policy.

Teachers and Class Dojo:

- Teachers and support will be encouraged to award Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning.
- Teachers and support staff will use a shared Class account.
- Dojo points are not taken away for negative behaviours.
- Teachers will not respond to any messages or post information outside of their working hours, 8.30am - 5pm. There will be a notification of 'quiet hours' outside of these times.
- During school hours the priority of all staff members are the children. Therefore, it is to be expected that messages may not be seen or responded to throughout the school day 9am - 3:30pm.
- Parents must be polite and respectful when messaging teachers, any inappropriate comments reported to SLT.
- Should a staff member decide that Class Dojo is not a suitable way to respond to a question/concern, they may instead decide to telephone parents or organise a formal meeting.

Parents/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 smartphone 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.
- By using our school Dojo site, you agree to the terms set out in this usage agreement. - Parents can view the total number points their child has received along with the reason they have been given. Within the app or website, parent accounts also have access to both a whole school and class stories 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 8.30am-4.30pm. This is essential to safeguard the wellbeing and work-life balance of our staff.

- The following matters should always go through to our Main Office and are not the responsibility of teachers to be passed on: absence, sickness, school dinner enquiries, after school clubs, lost items, complaints and any other urgent messages.
- Parents should not use this messaging tool to enquire about the progress of their child on any level, but can use it to arrange a meeting with class teachers to discuss any questions they may have.
- Parents who do not use the messaging system correctly will be given a warning should the service continue to be misused, they will be removed from the platform.
- Parents should look at the newsfeed regularly to keep up to date with messages, school events and information.
- Parents must make sure that children cannot access their parent account and are not able to send messages under their name. Teachers will aim to reply as soon as possible to messages sent during school hours (8:30 – 3:30pm) however, please be aware that any message sent during school hours may not be received immediately due to teaching commitments. If you require an urgent response, please contact the school office.
- Any information regarding pupil absence should be reported to the school office.

Acceptable Use

Online Safety and Acceptable Use of Class Dojo Online communication is a fact of modern life and we are using Class Dojo to support a strong link between home and school that enhances children's school experience. As stated in the school's acceptable use policies, we expect everybody to behave in a positive manner, engaging respectfully with the school and each other on Class Dojo, in the same way as they would face to face. This positive behaviour can be summarised as being kind and polite and not making any posts which are, or could be, construed as rude, insulting, aggressive, bullying or otherwise inappropriate. Class Dojo has been set up using parents' email addresses so that parents can use the app together with their child. This is a shared experience where they are modelling to and supporting their child in learning how to use online communication well.

Additional Class Dojo Acceptable Use Terms

1. You will not post unauthorised commercial communications (such as spam, promotional emails, or advertisements) on or through the Service.
2. You will not upload viruses or other malicious code, files or programs.
3. You will not collect, solicit or otherwise obtain login information or access an account belonging to someone else.
4. You will not bully, intimidate, or harass any User or use the Service in any manner that is threatening, abusive, violent, or harmful to any person or entity, or invasive of another's privacy.
5. You will not impersonate a Class Dojo for a School employee, or any other person, or falsely state or otherwise misrepresent your affiliation with any person or entity.
6. You will not copy, modify, or distribute any text, graphics, or other material or content available through the Service without our prior written permission, or if such content is a User Content, the prior written consent of such User. If parents have a concern about school or pupil use of Class Dojo, please contact: school@malpascourtprimary.co.uk. Breaches of this policy will be dealt with in line with the school behaviour policy (for pupils) or code of conduct (for staff). Further to this, where an incident relates to an inappropriate Class Dojo post by a member of the school community, we will contact the parent or staff member and delete the post / request that the post be deleted as appropriate and will expect this to be actioned promptly.