



The Sunflower Federation
ClassDojo Usage Policy
(in parent / class teacher
communication)

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(To be reviewed in 2027)

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1.Introduction

- ClassDojo is an online tool which offers many useful features including behaviour management, parent/carer, and teacher communication as well as class/school newsfeeds and calendar events. The Sunflower Federation Schools will use ClassDojo for all these features.
- 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.
- For the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers to keep ClassDojo as a positive tool.
- These stipulations will be annually reviewed to reflect the values of the school.
- ClassDojo is compliant with the GDPR, and parents/carers 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/carers and students. Information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo.
- Teachers, parents and students can always access and delete their information at any time.

2. How does Class Dojo work?

- We use the ClassDojo App to communicate securely with parents/carers about their children online. The app offers a Facebook style interface which manages the flow of frequent information from school to home.
- Parents/carers are sent a passcode which connects them to their child's account
- We began to use ClassDojo spring 2023, rolling out to all classes across the federation. From Spring 2025 ClassDojo is now used by all classes.
- Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar (monster) as well as view their points. Please note, children do not have access to use messaging services through ClassDojo.
- It provides an easy way for you to join the conversation. It is secure and personal to our school and provides information in an easy-to-use format similar to X and Facebook.
- We will use ClassDojo to keep in touch with you about class events, send reminders, send celebratory messages about learning and community activities. ClassDojo events cannot be synced with your personal device but can be accessed on the homepage or school/class calendar tab.
- Class Dojo has six (6) main elements that we will be using:

1. Class Story

General class news and celebrations, reminders, updates and examples of work and learning from in the class. Student work will be anonymous on this post and students faces will not be shown.

2. School Story

News from across the school, on the day it happens, informing you about whole school events, sporting results and other whole school information and updates.

3. Portfolios

Pupil portfolios will be used to upload work from in class and for pupils to upload homework and learning from home. This is child specific and parents/carers can expect a portfolio post at least once per week.

4. Chat

Parents/carers and class teacher can use the chat feature to share information such as weekend or holiday news or specific, individual information. It is still expected that class teachers will speak to you via telephone call or in person should there be an incident during the school day such as a new behaviour, medical issue or any incident that you need to be aware of.

5. Calendar

School events will be shared. The event title will stipulate which site e.g. Abbots Langley, Holywell or Bushey if site specific. If the event is federation wide it will not stipulate the site.

6. Announcements

This feature will be used by class teachers or whole school to make an announcement such as a reminder to send in swimming kit, road closure or any generic information.

- Class Dojo will be used at The Sunflower Federation Schools for:

Home learning: Setting and marking of weekly home learning (where requested).

Communicating with parents: Communicating with parents via class/school and private messaging.

Sharing photos of learning in class

3. Parents/Carers and ClassDojo

ClassDojo is only available to parents/carers and children registered at the school.

Parents/carers 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.

- If parents/carers sign up to use ClassDojo, parents/carers then they have accepted in full if they sign up to use ClassDojo.
- Parents/carers can use a generated invite code in order to link with their child's class, either using the smart phone app or website.
- Only parents/carers or legal 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.
- Parents/carers can view their child's points total and story feed. They can like posts and can also message their child's class teacher.
- Parents/carers should be aware that if commenting on a class or school story post it can be seen by everyone who the post is also shared with.
- Parents/carers can message teachers; however, a response will only be given during the hours of 8.30am – 3.30 pm Monday-Friday as the rest of the time teachers are set on 'quiet time'.
- Parents should always message the class teacher in the first incident. The class teacher will then inform you of who to contact if they cannot help.
- Parents/carers should be aware that teachers will not necessarily respond to messages straight away but will endeavour to do so within 48 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.
- 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 the working hours.
- Parents/carers 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.
- Use of ClassDojo doesn't replace communication in the home-school diary.
- The following matters must always go through the main office:
 - Absence (such as medical appointments or medical results).
 - Sickness.
 - School dinner enquiries.
 - Complaints.
 - Urgent messages (e.g. collection of children).
 - Safeguarding concerns.
- Information that is sensitive and private will be sent to the teacher via the private messaging platform and remain confidential.
- If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must indicate so on the ClassDojo Permission Form (available from the school office if not already submitted)
- Parents/carers cannot share photographs, messages or work samples published on ClassDojo on their personal social media accounts due to a breach of privacy. Parents/carers who share private or confidential material or information will be removed from ClassDojo.
- Parents/carers will recognise that ClassDojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare students work samples, digital recordings or photographs.

- Parents/carers will understand that the number of posts will not be consistent from week to week and will be dependent on events that are happening in school. The number and content of posts may also differ across year groups.
- Parents who do not use the messaging system correctly will be given one warning before being taken off ClassDojo.

4. Teachers and ClassDojo

- Staff should be aware of the working hours (Monday-Friday 8.30am to 3.30 pm) surrounding ClassDojo and that parents/carers may message outside of these times. Teachers are asked to refrain from checking their messages outside of these working hours, as they will be marked as seen and this can be viewed by parents/carers.
- Should teachers receive any messages which they find inappropriate, they should see their line manager as soon as possible.
- Should a staff member be unable to answer a question via the messaging system, they can ask the parent to phone the school directly.
- Any messages which refer to absences, sickness, progress etc., should be directed to the school office with a brief message.
- Teachers and support staff are encouraged to post updates on their class page- the amount is at your discretion and may include regular reminder posts about PE or swimming days/homework deadlines and other important class events such as trips or assemblies. In addition, celebrations of work should be shared either individually to parents/carers or via the class page.
- Teachers will regularly share messages and work samples via the Class Story page that promote positive understandings of class and whole school learning.
- Teachers will only use the first names of the children when posting pictures or messages on ClassDojo (and may, on occasions, use the first initial of a child's surname also if there is more than one child that shares the same first name within that class).
- Teachers will only reply to messages that they receive from parents of children within their class. They will ignore any messages received that do not follow this rule.
- Information that is considered sensitive or private will be communicated with parents/carers only via the private messaging platform, not through Class Story or Student Story.
- All users of Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on websites and social media from the school. Teachers will share photos, digital recordings, messages and work samples only for students whose parents/carers have given written permission that this information can be shared.
- Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.
- It is not expected that you will need the app on your mobile device. Staff will access ClassDojo via their school laptop or class iPad device.
- ClassDojo is the responsibility of the class teacher and only the class should post on the class story. If the class teacher is on sick or long-term leave, the responsibility will be passed to another member of staff.

5. Using ClassDojo for home learning (where requested/agreed)

- Home learning will be set via ClassDojo and enable the children to complete the work either on their device or upload photos.
- Teachers and/or staff will upload home learning to completed outside of school at home.
- Teachers and/or staff will comment, like or return work to pupils once it has been completed. Work may not always be marked straight away due to other teaching commitments or availability.
- Any queries regarding home learning can be communicated to the class teacher. Teachers will respond within working hours to these messages.
- Teachers and/or staff will share links, activities and resources to allow work to be completed at home.
- Teachers and/or staff will comment, like or return work to pupils once it has been completed. Work may not always be marked straight away due to other teaching commitments or availability.
- Parents can message teachers for information or help when home learning. However, the response may not be immediate, especially if the teacher is still teaching within school.
- Staff and parents are expected to follow guidelines set out in the 'Acceptable Use' policy.