

Willow Grove Primary School



Class DoJo Policy



Adopted by the Governing Body on:

Signed: _____ (Chairperson)

Review Date: February 2026



Class Dojo Expectations and Acceptable Use Policy at Willow Grove Primary School

At Willow Grove we believe that an effective partnership between home and school is beneficial in supporting our children in their learning. As a result, we have introduced Class Dojo in Years 1 to 6.

Aims:

1. To establish more effective communication links with parents.
2. To support and enhance home and remote learning.

Class Dojo is an online platform that we use to communicate with parents/carers at home about the exciting learning that is taking place at Willow Grove. Class Dojo offers many useful features including parent/teacher communication and class/school newsfeeds. It can be used on electronic devices with an internet connection. Parents/carers can use a generated invite code to link with their child's class, either using 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 and at the discretion of the Headteacher.

We do not use the reward points aspect of Class DoJo at Willow Grove Primary School. This is due to our attachment and trauma informed approach, which promotes that all children are special regardless of ability.

Do's and Don'ts of Class DoJo

To ensure we can safely utilise what Class DoJo has to offer, it is important that all users are aware of the following expectations:

Do:

- ✓ Use Class DoJo to find out more about school life and the activities that your child is engaging in at school
- ✓ Access the whole-school "story" and "class story" where you will find important information posted by school staff
- ✓ Look at the newsfeed regularly to keep up to date with messages, school events and information
- ✓ "Like" or make positive comments on posts that you find helpful
- ✓ Parents/carers may message class teachers; however teachers will not reply when they are teaching. Teachers will be able to reply to Dojo messages between 8.00am-8.40am and 2.50pm-3.30pm. School staff are unable to respond to messages during evenings, weekends, during the school holidays or if they are absent from school due to illness. This is essential to safeguard the wellbeing and work-life balance of our staff.
- ✓ Continue to contact the school office if you have a query that you would like to be answered immediately.
- ✓ In the event of a school closure or pupil absence, staff will use Class Dojo to direct you to schoolwork on Purple Mash, which you can then discuss with your child.

Don't:

- > Do not share any Willow Grove Class Dojo posts on any form of social media. Sharing of Class Dojo posts on social media will result in parents/carers being immediately removed from Class Dojo.
- > Children must not access their parents account or use it to send messages to their teachers or make comments on any Class Dojo posts.
- > Use the messaging tool to enquire about the progress of their child on any level but parents/carers can use it to arrange a meeting/discussion with a class teacher to discuss questions that they may have.
- > Send any messages that are aggressive or abusive.
- > Discuss DoJo points with your children or try to give them Class DoJo points. We do not use the Class DoJo point facility at Willow Grove.
- > Do not send important information about medication, safeguarding, attendance or illness via Class DoJo.

Please pass on messages about appointments, attendance, safeguarding, or any other concerns via the school office 01942 727 717 or our enquiries email address: enquiries@admin.willowgrove.sch.uk, not via Class Dojo.

Photograph Permission/consent

If you have consented to your child's photograph being shared on the school website, then this also applies to their photograph being shared on the class/school story on Class DoJo. If you do not give photograph consent for internet/website purposes but you would like to add Class DoJo please contact the school directly for further support on how to do this.

GDPR Notice

Class Dojo is compliant with GDPR regulations and parents/carers give permission for the school to process their child's data on the system when they sign up to the system. All information on ClassDojo is private between teachers, parents/carers and pupils. Information is never sold and ClassDojo permanently deletes all personal information when parents/carers stop using Class Dojo.

