



# Glenthorne Community Primary School

## Class Dojo Protocol



### What is Class Dojo?

Class Dojo is an app, which allows informal communication and an insight into the learning of your child by providing a point of discussion outside of the classroom. This is done in a variety of ways, such as: photos, short descriptions of learning activities and videos. You may also receive reminders through Class Dojo about homework, trip payments or items needed for lessons. The images and information shared can only be accessed by parents, who have been provided with a login.

Please inform the school office if you do not wish for your child's image to go onto your child's or other members of the class Dojo. ***Please note, if we do not receive correspondence from you, we will assume you give permission.***

### What is Class Dojo not used for?

Class Dojo is not a communication link between a parent and teachers for important information, as there is no guarantee the teacher will pick up the message during the day. **Important messages should still be sent via the School Office, for example if someone different is collecting a child, or your is absent or they have a medical appointment.**

You will not be informed of red cards through Class Dojo, this will still be discussed over the phone or face-to-face.

Class Dojo will only be used by teachers between 8am and 5.30pm, Monday- Friday. Teachers will not access Class Dojo on weekends.

If you have a complaint or wish to discuss something, then please contact the school office via email ([office@glenthorne.staffs.sch.uk](mailto:office@glenthorne.staffs.sch.uk)) or phone 01922 666266. If there is no one available to talk to you at that moment, you will receive a phone call back as soon as possible.

### The role of the teacher

- To post images, messages, short descriptions of learning, etc. to share with parents.
- Be aware of online safety and GDPR restrictions.
- Display images in line with parental consent.
- Use the messaging service with parents to inform about key information.
- Not use Class Dojo in a negative manner.
- To respond to messages within 24 hours, within the assigned hours of use (excluding weekends).

### The role of the parents

- To use photos, videos and information to discuss pupils' learning.
- Not to share images, messages, etc., that are sent, on any social media sites.
- To continue to use whole school communication methods to inform the school about important information e.g. sickness, reasons for lateness, change to pupil collection.
- Not to use Class Dojo in a negative manner.
- Not to send abusive messages or complaints.
- To understand that teachers will only have access to Class Dojo between the hours of 8am and 5.30pm, Monday- Friday (teachers will not access or respond to Class Dojo on the weekends).

The main purpose of Class Dojo is to provide communication links with parents so that you get an insight into your child's day. Class Dojo is not replacing face-to-face communication and we still welcome parents and carers to speak to class teachers or Phase Leaders regarding any concerns, queries or general information they wish to discuss. Parents are still welcome to make an appointment if necessary.

If you have any further questions regarding Class Dojo, please contact the school office.