



PARKLANDS INFANT AND NURSERY SCHOOL

ClassDojo Guide for Parents/Carers



ClassDojo

Parklands Infant and Nursery School: ClassDojo Guide for Parents/Carers

Introduction

At Parklands Infant and Nursery School we believe that an effective partnership between home and school is important and benefits supporting children in their learning. Our aim is to strengthen communication between home and school and make this as accessible as possible for all our families and staff.

At Parklands Infant and Nursery School, ClassDojo is a communication tool intended for use across the Nursery and Infant School. It differs from Tapestry as this is used solely in the Early Years (Nursery and Reception) and has an educational progress based focus. ClassDojo is to be used as a communication platform designed to engage families in their child's learning, inform families about school news, send reminders about events, and show parents/carers evidence of their child's learning. Teachers can communicate with parents/carers via a 1 to 1 messaging service or via the class page where general class messages can be shared, or on the school story to share news with the whole school. Teachers can create, upload or signpost content for children to complete as part of their homework. Parents/Carers and children can also post their home learning and achievements in their portfolio and respond to tasks and feedback from their teacher. Parents/carers can leave messages on class or school posts and can also send 1 to 1 messages to their child's class teacher.

ClassDojo can also be used as a reward system by earning Dojo Points. Although the school won't be officially using these as part of our behaviour policy at the moment, parents/carers can award points to their child should they wish to.

The school have completed a DPIA for the use of ClassDojo which is reviewed annually to ensure it complies with UKGDPR. Parents/carers give permission for the school to process their child's data on the system when they complete the consent form. All information on ClassDojo is private between staff, parents/carers, and students. Information is never sold and students' information is deleted when they leave Parklands Infant and Nursery School.

Parent/Carer Responsibilities

- Only parents/carers or legal guardians are given access codes to ClassDojo. It is expected that up to 2 parents/carers will be linked to a child's account, any additional adults will only be linked in special circumstances.
- Parents/carers can view their child's portfolio, class story and school story feeds. They can interact with posts and submit to their child's portfolio. They can also message their child's class teacher.
- Parents/carers can message teachers, however, a response can only be expected during the hours of 8:00am – 4:30pm Monday - Friday.

- Parents/carers should be aware that teachers will not necessarily respond to messages straight away but will endeavour to do when practicably possible. They may also not read the message you have sent until the end of the day due to their teaching commitments so ClassDojo shouldn't be used to leave any urgent messages.
- Parents/Carers should be aware that an immediate response cannot be expected, as the main priority of staff is to teach. A response will be given as soon as possible during the working hours.
- The following matters should always go through the school office:
 - urgent messages
 - to report absence or medical appointments
 - to inform the school if someone different is collecting their child from school
 - school dinner enquiries
 - complaints

It is the responsibility of the parent/carer to ensure information is provided through the appropriate channels.

- Parents/Carers should only message their child's class teacher and should not use ClassDojo to contact other members of school staff.
- ClassDojo is not a tool for reporting the progress or poor behaviour of the children. Parents/carers should arrange a meeting with the class teacher to discuss any questions regarding this should they have any queries.
- Parents/Carers must be respectful when messaging staff or commenting on class or school news posts. Any inappropriate comments will be removed/blocked and the service may be removed.
- Parents/Carers must ensure that their child uses ClassDojo responsibly and safely, and support them in uploading evidence of learning whilst home learning.
- Parents/carers must never take images from ClassDojo and post them elsewhere online.

Pupil Responsibilities

- Encourage parents/carers to engage with Class Dojo.
- Complete assigned tasks and respond to feedback on ClassDojo.
- Show respect to teachers and classmates by being kind on ClassDojo.
- Tell an adult if something worries or upsets them on ClassDojo.
- Only use ClassDojo with the support of a parent/carer.

