



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

MMPS POLICY

Class Dojo

SAFE USE



Expectations and Guidance

Background

At Manchester Muslim Preparatory School we aim to provide a positive learning environment for all children, where effective teaching and learning can take place. We believe that effective communication between home and school is essential to supporting children in their learning.

Aims

- To establish more effective communication links with parents/carers.
- To enhance the current effective positive behaviour policy.

1. Introduction

- 1.1 ClassDojo is an online tool which offers many useful features including: behaviour management, parent/carers and teacher communication as well as class/school newsfeeds. School will use ClassDojo for all of these features.
- 1.2 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.
- 1.3 In order for the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers in order to keep ClassDojo as a positive tool.
- 1.4 These stipulations will be annually reviewed during and after implementation of ClassDojo to reflect the values of the school.
- 1.5 The school will use ClassDojo in accordance with its data protection policies and privacy notice. Information about how ClassDojo collects, uses and retains personal information is available in ClassDojo's privacy policy. Parents/carers should contact the School Office with any questions about the school's use of their child's information.

2. How does Class Dojo work?

- 2.1 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.
- 2.2 Parents/carers are sent a passcode which connects them to their child's account - we use ClassDojo from Year 1 all the way through to Year 6.

- 2.3 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.
- 2.4 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 Twitter and Facebook.
- 2.5 We will use ClassDojo to keep in touch with you about school events, send reminders, send celebratory messages about learning and community activities.

Class Dojo has three main elements that we will be using:

- **Digital Sticker points** - Children will collect Dojo points from staff when they show positive behaviours linked to our character muscles and school rules such as: perseverance, optimism, integrity, empathy and compassion.
 - **Class Story** - general class news, photographs and celebrations, reminders and updates.
 - **School Story** - news and photographs from across the school, informing you about whole school events, sporting results and other whole school information and updates.
- 2.6 In the event of remote learning, class teachers will share tasks and activities through the class page. Children will be able to submit their home learning through their Student Portfolio.

3. Parents/carers and ClassDojo

- 3.1 ClassDojo is available to parents/carers and pupils registered at the school. Parents/carers will receive instructions on how to register and a copy of this policy. By using ClassDojo, parents/carers agree to follow these expectations.
- 3.2 Parents/carers will receive an invitation code to connect to their child's class through the ClassDojo app or website. Access codes must not be shared with others.
- 3.3 Access codes will only be issued to parents/carers. Normally, up to two parents/carers may be linked to a pupil's account. Access for any additional adult requires the school's approval.
- 3.4 Parents/carers can view their child's points and class updates, like and comment on posts and send brief messages to their child's class teacher or relevant subject teacher, subject to the expectations below.
- 3.5 ClassDojo messaging must only be used for brief, non-urgent messages directly related to your child's day-to-day classroom experience or to request an appointment. Messages must be concise, factual and respectful. Parents/carers should check information already shared by the school before sending a query.
- 3.6 ClassDojo must not be used for lengthy explanations, repeated exchanges or detailed discussions about a child's progress, behaviour, friendships or concerns. These matters require a telephone conversation or meeting. Parents/carers must request an appointment rather than attempt to resolve the matter through a series of messages. Where a teacher directs a parent/carer to arrange an appointment, further discussion must take place through that agreed route.
- 3.7 Teachers' priority is teaching and supervising pupils. ClassDojo is not continuously monitored, including during the school day. Parents/carers must not expect an immediate or same-day response. Teachers will normally respond to messages requiring a reply within two of their working days, during term time, between 8am and

4:30pm. For part-time teachers, this means the days on which they work. Staff are not expected to read or respond to messages outside these hours, at weekends, during school holidays or when absent from work. A message being marked as 'seen' does not mean that the teacher is available to respond.

- 3.8 Parents/carers must allow the response period stated in section 3.7 before sending a reminder. Relevant information should be included in one concise message rather than several separate messages about the same matter. Repeated requests for updates, daily reports or reassurance are not an appropriate use of ClassDojo unless specifically agreed with the school as part of a support arrangement.
- 3.9 Parents/carers must only message their child's class teacher or relevant subject teacher. The same query must not be sent to several members of staff to obtain a quicker response. Requests to contact the Headteacher or another member of staff must go through the School Office.
- 3.10 ClassDojo must not be used for urgent messages, safeguarding concerns or matters requiring immediate action. Parents/carers must telephone the School Office about urgent matters and safeguarding concerns so these can be directed promptly to the appropriate member of staff. Parents/carers must not rely on a ClassDojo message being read before the end of the school day. Sensitive or confidential matters requiring discussion should be raised by telephone or at an appointment. Complaints must be raised through the school's Complaints Procedure, not through ClassDojo messages or comments.
- 3.11 All messages and comments must be polite and respectful. Excessive messaging places unreasonable demands on staff time and affects their ability to fulfil their teaching responsibilities. Where messaging becomes excessive, repetitive or inappropriate, the school will explain the concern and set clear communication arrangements. Parents/carers may be required to communicate through scheduled appointments or a designated member of staff. Continued misuse may result in ClassDojo messaging access being restricted or withdrawn, with an alternative means of contacting the school provided. Inappropriate comments may be removed.
- 3.12 The following matters must be communicated directly to the School Office, using the school's usual reporting procedures, rather than through ClassDojo:
 - Absence, including medical appointments.
 - Sickness.
 - School dinner enquiries.
 - Changes to collection arrangements.
 - Requests to contact the Headteacher or another member of staff.
 - Complaints, in accordance with the school's Complaints Procedure.

Urgent messages, particularly changes to collection arrangements, must be communicated by telephone.
- 3.13 Parents/carers must record their preferences for sharing their child's photographs, digital recordings and work samples on the school's permissions form. Any changes to these permissions must be communicated to the School Office.
- 3.14 Photographs, digital recordings, messages and work samples shared through ClassDojo are intended for the authorised audience only. Parents/carers must not copy, screenshot, forward or publish content relating to other pupils, families or staff outside ClassDojo, including on social media or WhatsApp groups. This does not prevent parents/carers from sharing relevant information with the school or an appropriate authority to report a concern. Breaches of this requirement may result in access being restricted or withdrawn.

- 3.15 Parents/carers are encouraged to use class updates and shared learning to talk with their child about their experiences and achievements at school.
- 3.16 ClassDojo celebrates classroom and whole-school learning. Parents/carers must not use posts, photographs, work samples or points to make comparisons between pupils or post comments about another pupil's progress or behaviour.
- 3.17 The number and content of posts will vary between weeks and year groups, depending on learning activities and school events. Parents/carers should not expect daily posts or individual photographs and updates about their child. Staff will share updates as appropriate alongside their teaching and supervision responsibilities.

4. Teachers and ClassDojo

- 4.1 Teachers will normally respond to messages requiring a reply within two of their working days, during term time, between 8am and 4:30pm. Staff are not expected to monitor ClassDojo continuously or interrupt teaching to respond. They are not expected to read or reply to messages outside these hours, at weekends, during school holidays or when absent from work.
- 4.2 Staff must refer inappropriate, excessive or repeated messaging to a member of SLT. SLT will support staff in setting clear boundaries and, where necessary, agree alternative communication arrangements with the parent/carer.
- 4.3 Teachers must keep ClassDojo exchanges brief. Where a matter requires explanation, discussion or repeated messages, teachers should ask the parent/carer to arrange a telephone conversation or meeting. Where a teacher has directed a parent/carer to arrange a telephone conversation or meeting, further discussion should take place through that agreed route. Staff are not expected to continue the discussion through ClassDojo.
- 4.4 Messages about absence, sickness, school dinners or collection arrangements must be redirected to the School Office. Questions requiring discussion about a pupil's progress, behaviour or wellbeing should be addressed through an appointment with the appropriate teacher. Any urgent information received must be passed promptly to the relevant member of staff.
- 4.5 Teachers and support staff are encouraged to post class updates, including reminders about PE, swimming, homework deadlines, trips and other class events. The frequency of posts is at staff discretion, alongside their teaching and supervision responsibilities.
- 4.6 Teachers should share examples of pupils' learning and achievements through Class Story or, where appropriate, individually with parents/carers. There is no expectation to provide daily posts or individual updates about every pupil.
- 4.7 Staff must use pupils' first names only when posting photographs, messages or work samples on ClassDojo. Where pupils in the same class share a first name, the first initial of their surname may also be used.
- 4.8 Teachers should respond only to messages from parents/carers of pupils they teach or are responsible for. Messages intended for another member of staff should be redirected through the School Office. Any safeguarding concern received must be acted on in accordance with the school's Child Protection and Safeguarding Policy, regardless of whom the message was intended for.
- 4.9 Sensitive or confidential matters must not be discussed through Class Story or School Story. Where a matter requires a confidential discussion, staff should arrange a telephone conversation or meeting. ClassDojo may be used to arrange this, but must not be used for detailed exchanges about sensitive matters.

- 4.10 Before posting, staff must check the school's current permission records to confirm which pupils may have their photographs, digital recordings or work samples shared on ClassDojo. Teachers will share photos, digital recordings, messages and work samples only for pupils whose parents/carers have given written permission that this information can be shared.
- 4.11 Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.
- 4.12 It is not expected that you will need the app on your mobile device, please be mindful of the impact this may have on your personal time if you do decide to have the app on your mobile device.

Monitoring of the policy

It is the responsibility of all members of staff who use ClassDojo to ensure it is used according to this policy. Monitoring of the policy will be by Senior Leaders who may ask to view the Class Dojo page at regular intervals to ensure the policy is being adhered to.