







Mrs Janine Cook – Head of School, Northlew & Ashbury C of E Primary School, Northlew, Okehampton, Devon, EX20 3PB.

Tel - 01409 221420 E-mail: **admin@northlew.devon.sch.uk** Website: <u>www.northlew.devon.sch.uk</u>





What is Class Dojo?



Class Dojo is an online platform that allows children, parents and teachers to communicate. Each child, parent and teacher have an individual log in which is for their

use only. Children and parents are part of their class only, whilst teachers may be invited to join multiple classes. The 'Class Owner' (usually the main class teacher) is responsible for the administration of the class. The Head of School administers the whole school page.

School story

This is where teachers can share items for everyone in school to see. All other users can 'like' and comment on the School story.

Class story

This is where teachers linked to the class can share items for the parents and children of their class to see. Users of that class can 'like' or comment on the Class story.

Portfolios

Each child has his/her own portfolio where they can upload photos, drawings, text, files, videos and sound recording. This can only be seen by the teachers linked to this class. No other pupils or parents can see these, nor can teachers from other classes. The class teacher can post 'activities' to be completed in the portfolio section.

Messages

Parents can message the teachers linked to their class directly. This is a private message between the parent and teacher. Please be aware, teachers have an obligation to share messages with the designated safeguarding lead if there is a concern.

What are we using Class Dojo for?

We are using Class Dojo as a method of communication between parents, children and staff to share remote learning for those children accessing learning from home and for children accessing learning in school. Lessons will be uploaded each week for both class groups. Children are then asked to log in daily to enable them to watch tutorials, video clips and activities which will support them with their learning in all subject areas.

What can parents share on Class Dojo?

Parents have the option to share photos, drawings, text, files, videos and sound recording. All posts are sent to the class teachers who can then approve or delete them.

When sharing these parents and children must adhere to the following:

- Posts should be related to home learning or show an aspect of improvement in any of the child's knowledge or skills.
- Content of posts must be suitable for the age of the child for example:
 - No explicit language
 - No explicit images
- All language must be suitable for the age of the child (including background noise)
- Comments on Class or School story must be positive and supportive at all times
- Children must be suitably dressed
 - Minimum t-shirt, shorts, skirt, dress
 - o Swimming trunks/costume (not bikini) when swimming

What can teachers put on Class Dojo?

Teachers can upload photos, videos and files for individuals or the class to see. These are covered by our acceptable use and technology code of conduct policy.

Staff can provide feedback to pupils and message parents direct. Staff will only use Class Dojo during normal working hours Monday to Friday. There is no expectation for teachers to access the system outside of this.

What messages can parents send the class teachers?

Parents may ask questions regarding home learning or share information regarding the educational or emotional welfare of your children whilst learning from home.

Questions or queries relating to wider school issues, such as provision, lunches, timing should be directed to the school office by phone 01409 221490 or email admin@northlew.devon.sch.uk

If a child is ill or will be late, this should be communicated to the school office by phone.

If there is a significant safeguarding concern, this should be communicated to the designated safeguarding lead as soon as possible by phone.

Have fun and enjoy sharing your learning and successes on Class Dojo!

If you are experiencing any difficulties with accessing your child's dojo site, please contact us at school and we will try our best to support.

Many thanks,

Mrs Cook, Mrs Lee and Mr Thomas