



Frambury Lane, Newport, Saffron Walden, Essex, CP11 3PU
Headteacher: Miss Amy Wareham

Together we grow at Newport Primary School

ClassDojo – Acceptable use and guidance for parents and carers.

Date adopted: Spring 2025

Date approved: Spring 2026

Review Date: Spring 2028

ClassDojo is an online platform which offers many useful features including positive behaviour management, parent and teacher communication and class newsfeeds. To ensure we are able to utilise the platform safely, it is important that all users are aware of and agree to follow the following guidance and expectations.

These guidelines and expectations will be reviewed annually and will always reflect the values of the school.

ClassDojo is fully compliant with the School's GDPR policies. All information on ClassDojo is private between teachers, parents and carers and students. Information is never sold and data is completely deleted when you stop using the platform.

How does ClassDojo work?

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.

Parents/carers are sent a passcode which connects them to their child's account –

We use ClassDojo from Year R all the way through to Year 6.

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.

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 - Pupils will collect Dojo points from staff members when they show positive behaviours linked to our values:

We are kind

We are creative

We can communicate

We are resilient

and school rules:

We are ready

We are respectful

We are safe

- Class Story - general class news and celebrations, reminders and updates.
- School Story - news from across the school, on the day it happens, informing you about whole school events, sporting results and other whole school information and updates.

ClassDojo is only available to parents and children registered at the school. Parents are reminded that they should not take images from ClassDojo and post them elsewhere online. What is posted in Dojo stays in Dojo. Breaching this requirement will lead to account suspension.

Parents and Carers and ClassDojo

Only parents/carers or legal guardians will be given access codes to ClassDojo. 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.

Parents/carers can view their child's points total and story feed. They can like posts and can comment on them. They can also message their child's class teacher.

Parents/carers can message teachers; however, a response will only be given during the hours of 8am – 5pm Monday-Friday as the rest of the time teachers are set on 'quiet time'.

Parents/carers should be aware that teachers will not necessarily respond to messages straight away, but will endeavour to do so within 48 hours during working days only. They may also not read the message that you have sent until the end of the day due to their teaching commitments, which is their priority.

If a member of staff receives a message that is derogatory, inappropriate and not in line with our community behaviour policy, then it will be referred to a member of the SLT.

The following matters should always go through the school office and will not be responded to by teachers:

- Absence (medical appointments)
- Sickness
- School dinner enquiries
- Complaints
- Urgent messages (e.g. collection of children)

Information that is sensitive and private should be sent to the teacher via the private message platform and will remain confidential.

If parents or carers do not wish for their child's photographs, digital recordings or work to be published on ClassDojo they must inform the School Office.

For more information on ClassDojo please click on the link below:

<https://www.classdojo.com/en-GB/#LearnMore>