



Mereside

Church of England Primary Academy

Learn to Love, Love to Learn

ClassDojo Code of Conduct (Academy)

Children first: in the footsteps of St. Chad

As we follow Christ in the footsteps of St. Chad, we seek to be servant leaders who have a desire to see all those, within our Trust family, truly flourish both spiritually and academically

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1 Introduction

St Chad's Academies Trust ('the Trust') is committed to ensuring that it provides a strong infrastructure to enable our academies to flourish and improve. The Trust recognises that its leaders and colleagues are central to this success and greatly values their commitment and contribution.



The core values of the Trust form the basis of all discussions with colleagues. We expect all colleagues of St. Chad's Academies Trust to respect and model these values.

2 Aims

This is the Dojo Code of Conduct policy of Mereside C of E Primary Academy.

The aims of this policy and related procedures are to provide a framework for the use of Class Dojo which:

Promote respectful communication between staff, parents, and carers when using Dojo.

Ensure a safe, positive, and supportive online environment for all children and families.

Set clear expectations for appropriate behaviour and language on the platform.

Support professional boundaries, ensuring communication remains focused on children's learning, wellbeing, and progress.

Encourage collaboration between home and school to support pupils effectively.

Protect staff, parents, and pupils from inappropriate, offensive, or confrontational interactions.

Promote consistency and fairness in how Dojo is used by all users.

Ensure confidentiality and privacy are respected at all times.

4 Purpose of ClassDojo

ClassDojo is used by the school to:

- Share positive information about pupils' learning, behaviour and achievements
- Support home–school communication
- Celebrate success and encourage positive behaviour
- Share general class information, reminders and learning updates

ClassDojo is **not** intended to replace formal school communication channels or meetings.

5 Professional Expectations for Staff

All staff using ClassDojo will:

- Use ClassDojo in a **professional, respectful and appropriate manner** at all times
- Communicate during **reasonable working hours** (typically within the school day)
- Keep messages **clear, factual and child-focused**
- Use ClassDojo primarily for **positive communication, general information and to inform of any low-level disruption – Any persistent or high-level disruption will be communicated in accordance with our behaviour policy.**
- Follow school safeguarding, behaviour, confidentiality and data protection policies
- Avoid engaging in debates or disagreements via the platform

Staff will **not**:

- Use ClassDojo for confidential, sensitive or safeguarding matters
- Discuss other children or families
- Share personal contact details
- Use the platform for complaints handling

6 Expectations for Parents and Carers

Parents and carers using ClassDojo are expected to:

- Communicate **politely and respectfully** at all times
- Use the platform for its intended purpose (supporting learning and communication)
- Allow reasonable time for staff to respond (during school working hours)
- Support their child positively when behaviour or learning feedback is shared

Parents and carers should **not**:

- Use ClassDojo to raise complaints or grievances
- Expect immediate responses
- Use aggressive, disrespectful or inappropriate language
- Discuss other children, families or members of staff
- Share screenshots, messages or posts from ClassDojo on social media

Any misuse may result in access being limited or removed.

7 Messaging and Response Times

- ClassDojo messages will usually be checked and responded to **within 24 hours during the working week**
- Staff may not respond immediately, particularly during teaching time
- Urgent matters should be directed through the **school office**, not ClassDojo

8 Behaviour, Safeguarding and Concerns

- Behaviour incidents or concerns may be acknowledged via ClassDojo but **significant issues will be dealt with in person or via official school channels**
- Safeguarding concerns must always be reported through the school's safeguarding procedures, not via messaging apps

9 Data Protection and Privacy

- ClassDojo is used in line with the school's **Data Protection (GDPR) and Online Safety policies**
- Parents and carers must not download, forward or share content relating to other pupils
- Photos and videos shared will be used strictly in accordance with parental consent

10 Monitoring and Review

The school reserves the right to:

- Monitor ClassDojo use
- Withdraw access if the code of practice is not followed
- Review this code annually or as needed
- Delete comments that are deemed negative or inappropriate
- Contact parents if comments are deemed negative or inappropriate

11 Agreement

By using ClassDojo, parents, carers and staff agree to follow this Code of Practice to ensure the platform remains a **positive, supportive and safe communication tool for everyone**.

