



# St Luke's and Collett: Guidance for using Dojo Points for Pupils

**Date of implementation:** September 2021

**Review Period:** 3 years

**Staff Responsibility:** Executive Headteacher

**Reviewed:** August 2023

**Next Review:** August 2026

Changes Since the Last Version:	
Section	Details of change
P3	GDPR checks of USA programme not holding data for UK citizens undertaken
P5	Clarity on the purpose of Dojo points being directly related to the schools' values

## Introduction

We communicate with parents and carers via several tools:

- Class Dojo
- Telephone
- Face to Face meetings
- Teams/Zoom
- Email
- Texts through Arbor
- Events
- Letters
- Social media (LinkedIn, Facebook, Twitter, Instagram)
- Website

ClassDojo is an online programme: [classdojo.com](http://classdojo.com) originating in the USA. It has been and remains free to use for schools, pupils and their parents/carers. GDPR has been certified as not holding data in the USA. Class Dojo is used in our LD schools to communicate effectively with parents and carers – to share information both ways. It was brought in initially as a substitute for the paper home-school communication booklets as these were ineffective in practical day to day use.

Class Dojo is used by staff to sustain a positive culture – encouraging pupils for any skills or values, working hard, being kind, helping others and effort/achievement in learning. By sharing moments with parents and carers using text, photos and videos of class and individual achievements, it builds good relationships with the family and encourages improved interaction between school and home.

- Teachers and Support Staff can use this electronic programme with a login. Parents and staff can easily join Class Dojo using any electronic, internet accessible device such as a desktop computer, iOS, Android, Kindle Fire, iPad etc.
- Messages can be translatable into over 30 languages.
- Parents and carers can access this from an app or logging in to the online programme.
- It is GDPR compliant with privacy built in and checked for EU legislation.
- There are suggestions on the website about how to develop your usage of ClassDojo beyond the simpler communication

## What We Use ClassDojo for

- We use it to sustain a positive culture
- Information about negative or challenging behaviours should not be communicated using ClassDojo (at least initially) but instead telephoning or meeting face to face is better.
- We use it to communicate with parents/carers like the old Home-School communication books
- We use it to share information about a child. Examples of this are:
  - Uploading images about work/ activities undertaken
  - Writing information about attitudes and behaviours
  - Providing parents with homework for the child

- Awarding Dojo points (which are then turned into certificates) See information below

### Parents and carers will use ClassDojo to:

- inform you about planned absences
- inform you of difficult or good behaviours overnight/ that morning
- expected lateness to school
- an absence from school
- planning to take a holiday (refer them to the school office to complete a request)
- feedback on homework activities
- communicate 'with school' about dinners
- share information about medical issues
- inform 'the school' about matters
- respond to letters sent out by 'the school'

### What To Do

- You will have a login to use with your school email.
- It is better to retain one login for the class. Where this happens, TAs will use the teacher's login (so teachers should use a password that is shared with the TAs of the group).
- Set the parameters around times – you should not be available to parents in the evening and early in the morning.
- You will need to share information about absences to the school office
- You will need to share any safeguarding matters through CPOMS
- You will need to communicate any relevant information or complaints to the right person, letting the parent/carer that you will pass on the information to others

### Some key rules to protect yourself and the child

- Set parameters around the hours you access Class Dojo (Quiet times)
- Raise any safeguarding issues with the Safeguarding Leads through CPOMS
- Do not give out your personal details (phone, personal email details, address etc.)

ClassDojo points are designed to support momentum and continue to enhance our celebratory/ positive culture. Depending on your pupils, class needs, focus for learning etc. you may decide to run concurrent rewards programmes – such as team points/ focused improvements in behaviours/ resilience etc.



Our School Rules are simple but our pupils will often require support to remember these and abide by this code of conduct. Rewards systems can promote these and ensure pupils seek to follow the guidance. ClassDojo points are a useful tool to celebrate progress in supporting our rules.

## Examples of What to Award ClassDojo Points for:

Extolling our Federation/ School values:

Looking After Ourselves, Each Other, Our Environment and Our Learning

- Effort in learning activities
- Achievement in learning
- Excellent behaviours
- Trying something new
- Being kind
- Helping adults voluntarily
- Attending activities
- Trying well at home
- Reading at home more frequently

## How Many Class Dojo Points Should I Award?

To make ClassDojo points meaningful in the context of celebrating achievement/effort, we link the collection of Dojo points to certificates, handed out in assemblies each week.

We Aim to Ensure Every Child Achieves Gold by the end of the Academic Year:

- Bronze by the end of the Autumn Term: 7-8 points per week
- Silver by the end of the Spring Term: 7-8 points per week
- Gold by the end of the Summer Term: 7-8 points per week

### Amount of ClassDojo Points Awarded Weekly Resulting in Certificates

Certificate	Dojo Points required for this certificate	Dojo Points awarded per week to achieve this award by the end of the academic year ( <i>38 weeks</i> )
Bronze	100	3 points
Silver	200	5 points
Gold	300	8 points
Platinum	400	11 points
Head of School	500	13 points
Governors	600	16 points

For the students awarded the most points, there is progression to reach:

- Platinum
- Head of School's Award (approx. 20% of your class - circa 30 pupils of the school)
- Governors' Award (approx. 5% of your class – circa 10 children of the school)

### When a pupil achieves the ClassDojo points for a certificate:

Each time a student achieves a certificate, the relevant class staff must notify Reception to have these created and relevant badge attached to the laminated certificate.

Classes may implement a smaller-scale classroom rewards system to work alongside this – examples could be team points, helpfulness etc. that you are working on developing the skills for in your group. These are administered by your classroom.

The Executive Head or Head of School also present externally provided awards (e.g. swimming certificates etc.) or certificates gained by children for activities arranged outside of school – e.g. horseriding, gymnastics etc. during weekly assemblies.

The schools are currently considering 'houses' that would utilize the Dojo Points across school ages and classes.