



Greystone Primary School

Use of Class Dojo and Seesaw Policy

November 2019

Updated March 2021

ETHOS STATEMENT

(Written collaboratively by representatives of staff, parents and pupils)

As a school community we strive to **ACHIEVE**:

Acceptance: We embrace diversity and encourage mutual respect for everyone.

Caring: We nurture the whole child – academically, emotionally, socially, morally and spiritually.

Honesty: We develop a culture of open and honest communication.

Individuality: We celebrate, encourage and support the individual qualities and needs of each child.

Environment: We provide a safe and engaging setting where children are inspired to become inquisitive, independent learners.

Value: We endeavour to work alongside the wider community enabling us to contribute to an ever changing society.

Empower: We empower our children to have the confidence and resilience to make informed decisions.

Background

Class Dojo and Seesaw are digital classroom management tools designed to help our teachers communicate more effectively with parents. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared. It also allows teachers to share what the pupils have been up to in class, enables pupils to show-off their work and celebrates success.

Aims

To establish more effective communication links with parents.

To share classroom successes

Expectations for Staff

- Teachers are expected to create a Class Dojo/Seesaw account for their class and also download the free app onto their school iPad.
- Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to join up- please remember to add children new to your class part way through the year.
- Teachers are encouraged to post updates on their class page- the amount is at their discretion, but should NOT post regular reminder posts about swimming/PE days etc as pupils should be capable of remembering these themselves. You may wish to provide information about other important class events such as trips. In addition, celebrations of work should be shared either individually to parents or via the class page.
- All members of staff using Class Dojo/Seesaw are asked to set a 'quiet hours' period on their page - this is where parents are informed that you may not read or reply to messages out of the designated hours. It is suggested that quiet hours are between 5.00pm and 8.00am, but this is at your discretion.
- It is not advised that staff use the app on their own mobile device but is at the teacher's discretion. Staff are asked to be mindful of the impact it may have on their own personal time if you do decide to have the app on your mobile device.
- Teachers are advised to avoid reading or responding to messages on Seesaw/Class Dojo during the school day. This is when your full attention should be on the class of pupils. Parents will be reminded that 'incidental' messages should be sent before or after school. Any message requiring a longer or considered response should wait until the end of the school day. It is acknowledged that some teachers may decide to reply quickly to a parent during the day, e.g. if this will put a parent at ease etc. but this should be at a suitable time such as break or lunch and not during a period of teaching or supervision.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service.

- All users of Class Dojo/Seesaw are to make themselves fully aware of any pupils who do not have permission to have their photographs shared on websites and social media from the school.

Expectations for children

- Children are expected to encourage their parents and carers to join the Class Dojo/Seesaw; they should pass on the invitations and any update letters when sent out.
- Encourage parents/carers to check Class Dojo/Seesaw, especially if they know they have shared a special piece of work that day or know that important information may have gone out.

Expectations for parent/carers

- Sign up to Class Dojo/Seesaw when invited
- Message your child's teacher with any minor issues or queries or to request an appointment with the teacher.
- **Do NOT use Class Dojo/Seesaw to inform school of pupil absence – This should be done through ParentMail as office staff do not have access to the classroom apps.**
- If a parent needs to contact school for any reason to do with their child, e.g. need to collect early, report a pupil not feeling well etc., this should be done BEFORE school or the parent should make a call to the school office, who will report directly to the class teacher.
- Be considerate about the time and frequency of messages – teachers will not be able to respond during class teaching time or during 'quiet hours' (see below)

We would still urge you to contact school **via the school office** if the message is urgent as we cannot guarantee the teacher will see the message straight away – most do not access the apps during the school day.

Quiet Hours

All teachers using Class Dojo/Seesaw have been asked by the Principal and Board of Governors to set a 'quiet hours' period on their page. This means the teacher may not read or reply to messages out of the designated hours. Recommended quiet hours are between 5.00pm and 8.00am weekdays and all weekends and holidays but this is at the discretion of the teacher as they are aware of parents working etc. They may be travelling home from work themselves during 'open hours' so will endeavour to respond when suitable. We ask that parents respect the staff work-life balance.

Monitoring of the Policy

It is the responsibility of all members of staff who use Class Dojo/Seesaw to ensure it is used according to this policy. Monitoring of the policy will be by staff, principal and governors at regular intervals to ensure the policy is being adhered to.

*Policy Written: November 2019
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