



# **Overdale Community Primary School**

## **Remote Learning Policy 2022/2023**

## **At Overdale Primary School we are using Class Dojo for all our remote learning.**

It is the responsibility of all members of staff using Class Dojo to ensure they use the site according to this policy. Monitoring of the policy will be conducted by Senior Leaders who will ask to view the Class Dojo page to ensure the policy is being followed. The information in this policy is designed to assist pupils, parents/carers and teachers in the use of Class Dojo as a remote learning tool at Overdale Community Primary School. This policy states appropriate and acceptable use.

### **What is Class Dojo?**

Class Dojo is an online platform that is designed to communicate securely and safely between teachers, parent/carers and pupils. It is widely and successfully used across both primary and secondary schools in the UK. More information about Class Dojo can be found [here](#). Please be aware that we have tailored the services it offers to fit the needs of our school, not all aspects that you may see will be in use at Overdale Primary School.

#### **Class Dojo has four main elements:**

	<b>For use during self-isolation or COVID outbreak</b>
<b>School Story</b>	This element is used for school leaders to post messages and photos for the entire school.
<b>Class Story</b>	This element is used for teachers to post messages or photos for the entire class.
<b>Portfolios</b>	This element will be used for pupils to complete and submit / upload work to their class teacher.
<b>Messaging</b>	This element will be used for communication between teachers and pupils to support learning and wellbeing

The Class Dojo app or website offers an easy to use social media-style interface which manages the exchange of work from school to home, and vice versa. It can be accessed through a smartphone or tablet on the app, or through a desktop browser. Teachers at Overdale Community Primary School will be accessing Class Dojo through school computers/school ipads. It is secure and personal to our school and provides information and school work in an easy to use format similar to Twitter and Facebook.

Class Dojo is compliant with the GDPR. Parents/carers give permission for the school to process their child's data on the system when they activate their personalised log in for their child.

Our Class Dojo account is only available to parents/carers and pupils registered at Overdale Primary School. Parents/carers are informed that they should not take images from Class Dojo and post them elsewhere online. Breaching this requirement will lead to account suspension.

More information on Class Dojo's privacy policy can be found [here](#).

Every pupil at Overdale Primary School has been given a personal login to access Class Dojo (in the form of a QR code). Code are requested from the email [office@overdale.n-yorks.sch.uk](mailto:office@overdale.n-yorks.sch.uk) and a member of staff will send you information on how to gain access to your child's Class Dojo.

### **Why we are using Class Dojo at Overdale Primary School:**

- It is easy to use with a child-friendly interface
- Teachers can share work with pupils
- Pupils can share their learning with their class teacher
- Teachers can reward children for their communications
- It can be used to upload photos and write comments
- It is an effective home school communication tool which can be used to complete remote learning
- Posts can be translated into 35 languages (in a web browser or IOS device NOT using android)

**Class dojo will be used for remote learning for individual pupils self-isolating OR entire 'bubbles' which are self-isolating. It will also be used when we are instructed to reduce attendance numbers during national lockdowns.**

### **Use of Class Dojo during individual or 'bubble' isolation and national lockdowns:**

- Teachers will share resources and links for home learning
- Teachers will share tasks to be completed at home
- Pupils will be able to share their completed work with their teacher
- Teachers will give feedback to the children on the learning they have completed

### **Roles and Responsibilities**

#### **Teacher's roles:**

- ✓ To follow all safeguarding policies and staff code of conduct
- ✓ To share homework with children and parents (as appropriate)
- ✓ To provide remote learning for any pupil/s self-isolating
- ✓ Display images in line with parental consent
- ✓ To use Class Dojo in a positive manner to celebrate learning
- ✓ Be aware of online safety in regard to images of pupils

**Parent/ Carer's roles:**

- ✓ To follow all safeguarding policies and parent code of conduct
- ✓ To assist your child/ren with portfolio activities
- ✓ Parents and carers do not permitted sharing of images on Class Dojo via any form of social media
- ✓ To use the whole school communication system; telephone, email to inform the school of important information about pupils

**What Class Dojo must NOT be used for:**

- Replacement of absence notes: an email or telephone call is required
- Enquiries about classroom or playground incidents. These must be communicated with school in the usual way
- A replacement for parent-teacher meeting
- Complaints; these must be communicated with school through the complaints policy.
- Messages will be replied to and feedback given on a weekly basis, unless schools are in lockdown when teachers will respond daily.

**Acceptable Use**

**This policy should be read in conjunction with our E Safety Policy.**

Parents and Carers are expected to follow the usual Code for Conduct when communicating with school. Pupils will be expected to use appropriate language and behaviours when using Class Dojo. If there is inappropriate or misuse of the Class Dojo, the headteacher will be informed and the school has the right to terminate use of Class Dojo with individuals or the whole school community.

- Teachers will use Class Dojo on their school iPad, school laptop or other encrypted devices.
- Teachers will not use Class Dojo to manage unacceptable behaviour.
- Teachers are only expected to look at Class Dojo during working hours.
- Class Dojo should not be used to send urgent messages to and from school. These must be sent via the school office email or Text message Teacher2Parents.
- Teachers will not engage in any conversations about personal matters via the class page or the messaging service. If parents or carers wish to speak to their child's class teacher about personal matters, this must be done via school email or school phone number.
- School will require consent to share photos on the Class Story page. If parents or carers do not give permission, teachers will not share child's images on the class page.
- We will operate on a 48-hour response, as we do with emails. Teachers may not be checking Class Dojo on the days they are teaching in school. Please understand that teachers are working to provide daily remote learning and teach in school.

- Any abusive or inappropriate behaviour (that is not in line with Overdale School's behaviour policy) on Class Dojo will be reported and the login will be terminated.

**Acceptable use specifically relating to remote learning:**

- Daily remote learning will be set for every day that a child/children is off school due to COVID related reasons
- Activities will be uploaded as worksheets or written tasks, and in lockdown, will usually be uploaded with a short video lesson
- Children can take a photo of their work and upload it to their portfolio for their teacher to view
- The teacher or learning support assistant (LSA) will acknowledge it by 'liking' it and may add an additional comment on some pieces of work.
- Parent/ carers may use the messaging tool on Class Dojo only during pupil self-isolation to ask questions about the home learning set or seek clarification. Parents and carers must remember that teachers will be responsible for the needs of all pupils in their class and must not mis/overuse this tool

**This plan will be applied in the following instances:**

1. An individual is self-isolating because of a positive test within the household, or because they are awaiting test results;
2. A group of children is self-isolating because of a case of coronavirus in their bubble;
3. There is a National lockdown which has been directed by the government.

**The plan complies with the expectations and principles outlined in [the DFE document Guidance for Full Opening of Schools](#).**

If there are any questions about our remote learning policy please contact school.

Signed \_\_\_\_\_ (Headteacher)

Date \_\_\_\_\_

Review date - September 2023