



**ST. ANNE'S C.E.(VC) PRIMARY SCHOOL**  
**CLASS DOJO STAFF and PARENT / CARER CHARTER**  
**'Together with God, Making Learning a Life Long Friend'**

**Charter for Staff**

- **Availability:** Staff will only respond or send messages during working days and set "quiet hours" to maintain work-life balance. Therefore, staff will not contact you or respond to you in the evenings (after 5pm) or weekends unless there is an unforeseen event. The same will apply for Class Story posts.
- **Purpose:** Class Story is used for classroom updates, and Messaging for 1:1, non-urgent communication.
- **Content:** Messages, comments, and feedback positive, constructive, and professional.
- **Privacy:** Protect student data by ensuring only invited parents have access to their child's stories. Only children with consent will have their images taken and shared.

**Charter for Parents and Carers**

- **Respectful Communication:** Maintain a polite and professional tone in all messages.
- **Respect Privacy:** Do not share photos, videos, or pupil work from ClassDojo on personal social media accounts of pupils who are not your own.
- **Purpose:** Use for celebrating learning and quick check-ins; do not use to discuss absences, or safeguarding matters—use formal school procedures for these by contacting the school office. Use for school matters only, and not to create 'chat' groups for personal matters such as birthday parties.
- **Engagement:** Review Class Stories to stay informed about classroom activities.
- **Contact:** Avoid contacting staff before 8am and after 5pm or expect a response outside of these hours.

**Shared Responsibilities**

- **Positive Focus:** Use the platform to build community and share positive experiences.
- **Data Safety:** Respect the privacy of other children in the class, particularly in group photos or videos.
- **Response Time:** Understand that, while messages may be read, responses are generally not required outside of working hours and we allow 48 hours for messages to be responded to.