

Secondary School Class Dojo Protocol



August 2024

Rationale

At RGSGQ we want to improve parental engagement and promote positive behaviours in the classroom. We use class dojo to embed the RGS Way, RGS Values and RGS Expectations across the secondary school community. We believe in open dialogue with our parents/carers to maximise student progress during their time with us. In secondary school Dojo is used to communicate and update parents and not for provision of resources and/or homework which takes place on our other student platforms.

What	When/Who/How often
Ensure profile is set up, select Europe/London and English U.K - Use "Year X" not "Grade X" - Change under language/region settings	Inset Week – all staff
Create your classes - Use class lists as per ISAMS - Use correct naming convention including spacing and hyphenation eg. 7G – History, 11A – Chemistry etc - Add existing student accounts only – do not import students lists or create new accounts Add students using student code taken from ISAMS only - Monitor joining/leaving students and update - Add specialist support staff as required i.e SENCO, AHT Pastoral, KSL as co-teachers	September – subject & form teachers – as & when
Follow up with families who are not connected - By parental phone, email or parental meetings - Or create a class QR code and send out to families - Encourage form students to get parents connected	September – form tutors
Set up positive and negative (needs work) points - Create your tailored positive and needs work points based on RGS Values and RGS Expectations - Import same points to all your other classes - Ensure you have chosen which points you would like families to see (select total points, not positives only)	September – all teaching staff
Share first message to parents to introduce yourself and explain how we use Class Dojo (i.e. sharing notices, parent contact, to share positive and negative behaviour, NOT to share lesson resources this will be on MS Teams)	September – all staff
Award points in lessons for meeting RGS Values and/or Expectations – you can also give negative "needs work" points if required.	Daily – all staff
Check and reply to messages from parents every morning before 7:15am. You must reply within 48 hours.	Daily - all staff
Post pastoral or school wide updates regarding upcoming events, deadlines, exams, school trips, ECA registration etc.	As required - all form tutors
Share updates about the classroom/subject, photos, interesting posts, positive comments on the learning in the class.	As required – all subject teachers

Dojo Points Allocation

Points can also be rewarded for behaviour outside of the classroom including in the corridors, outside areas, and during school trips - please contact the Form Tutor to add these to the students Dojo Form Class.

Points should be awarded in alignment with our RGS Values and RGS Expectations displayed in all classrooms.

Refer to behaviour policy for further detail.