



Code of Conduct for Using ClassDojo

ClassDojo is an important communication tool used by our school to share updates, celebrate achievements, and support home–school partnership. To ensure it remains a positive and effective platform, we ask all parents and carers to follow the guidelines below.

1. Purpose of ClassDojo

- ClassDojo is to be used **strictly for school related communication only**.
- It should be used for messages about your child’s learning, wellbeing, or school based enquiries.

2. Messaging Expectations

- Staff will **aim to respond to messages within 48 hours**.
- At busy times, replies may take **up to 5 working days**.
- Staff are not expected to reply during evenings, weekends, school holidays, or outside of their working hours.

3. Respectful Communication

- All messages should be **polite, respectful, and focused on school matters**.
- Concerns that require detailed discussion should be addressed through a **scheduled meeting** rather than lengthy messaging exchanges.

4. Appropriate Use of the Platform

- ClassDojo **must not** be used for personal conversations between parents.
- Parents should use **alternative platforms** (e.g., texting, WhatsApp, email, social media) for private or social communication unrelated to school.

- ClassDojo should not be used to discuss issues involving other children or families.

5. Safeguarding and Privacy

- Do not share screenshots, photos, or content from ClassDojo on social media.
- Never post or message information that identifies another child or family.

6. Emergencies

- ClassDojo is **not monitored constantly**.
- For urgent matters, please contact the school office directly by phone or email via admin@gardencityacademy.org

7. Supporting a Positive School Community

By following this Code of Conduct, families help ensure ClassDojo remains a safe, supportive, and effective communication tool for everyone in our school community.