



Polisi Class Dojo

Mae Class Dojo yn cryfhau'r berthynas rhwng athrawon, rhieni a myfyrwyr. Yn yr ystafell ddosbarth, gall athrawon ddefnyddio Class Dojo i annog ymddygiad cadarnhaol gyda phwyntiau ar gyfer

- Cymreictod
- ymdrech
- parch

Gall athrawon hefyd anfon negeseuon at rieni gan ddefnyddio system negeseuo Class Dojo gyda diweddariadau i rieni am yr hyn sy'n digwydd yn yr ysgol. Gall athrawon dosbarth rannu testun, delweddau, dogfen a chysylltiadau gwefannau a hyd yn oed fideo gyda rhieni unigol neu gyda dosbarthiadau cyfan.

Gall mwy nag un rhiant gofrestru a bydd rhieni sydd â mwy nag un plentyn yn gallu gweld cyfrif pob plentyn ar wahân.

Trwy greu cyfrif Dosbarth Dojo, mae staff, rhieni a disgyblion yn cytuno i'r canlynol:

Disgwyliadau ar gyfer staff

- Mae disgwyl i athrawon greu cyfrif Dosbarth Dojo trwy'r wefan www.classdojo.com ac i lawrlwytho'r ap ar gliniadur ysgol neu iPad.
- Mae disgwyl i athrawon anfon gwahoddiadau at rieni eu dosbarth, ac annog rhieni i gofrestru. Mae'n hanfodol bod athrawon yn cofio ychwanegu plant newydd sy'n ymuno â'u dosbarth yn ystod y flwyddyn.
- Anogir athrawon i bostio'r wybodaeth ddiweddaraf ar ardal stori'r dosbarth ar Class Dojo. Yn ogystal â rhoi gwybodaeth i rieni am Addysg Gorfforol, sillafu ac ati bydd athrawon hefyd yn dathlu gwaith y plant (gellir gwneud hyn ar stori'r dosbarth neu yn unigol).
- Gofynnir i bob aelod o staff sy'n defnyddio Class Dojo osod 'oriau tawel' ar eu tudalen. Yn ystod yr oriau yma ni fydd negeseuon yn cael eu darllen neu ymateb iddynt gan fod yn rhaid i ni fod yn ymwybodol o'r effaith y gallai hyn ei gael ar amser personol y staff. Yr oriau tawel y cytunwyd arnynt yw rhwng 4.30pm a 8:30yb o ddydd Llun i ddydd Gwener, a thrwy ddydd Sadwrn a dydd Sul.
- Atgoffir athrawon yn barchus i beidio â chymryd rhan mewn unrhyw sgysiau am faterion personol drwy stori'r dosbarth neu'r system anfon negeseuon. Polisi'r ysgol yw gwahodd rhieni/gofalwyr i gael deialog wyneb yn wyneb neu alwad ffôn pan fydd hyn yn fwy priodol.
- Disgwylir i holl ddefnyddwyr Class Dojo i wneud eu hunain yn gwbl ymwybodol o'r plant sydd dan ofal yr Awdurdod Lleol neu sydd heb ganiatâd i rannu lluniau ar wefannau a chyfryngau cymdeithasol yr ysgol.

Disgwyliadau ar gyfer rhieni/gofalwyr

- Edrych am negeseuon unigol a straeon dosbarth cyfan yn rheolaidd.
- Sicrhau fod negeseuon i'r athro yn gryno ac yn ffeithiol. Ar gyfer unrhyw beth arbennig o sensitif neu gyfrinachol, mae'n fwy priodol i siarad dros y ffôn neu wyneb yn wyneb. Pwrpas Class Dojo yw trefnu hyn.
Peidio â disgwyl ymateb ar unwaith gan staff yn ystod oriau ysgol oherwydd efallai na fyddant yn gweld eich neges yn ystod amseroedd dysgu.
- Ymateb yn gwrtais ac ystyriol bob amser wrth gyfathrebu gyda'r athro dosbarth.

- Defnyddio gwybodaeth Class Dojo i strwythuro sgwrs gyda'r plentyn am yr hyn y maent wedi bod yn ei ddysgu a sut maent wedi bod yn ymddwyn yn y dosbarth.
- Peidio â rhannu unrhyw gynnwys o Class Dojo ar gyfryngau cymdeithasol.
- Osgoi defnyddio Class Dojo fel ffordd o rannu gwybodaeth am absenoldebau disgyblion. Dylid cysylltu â swyddfa'r ysgol er mwyn ein hysbysu am absenoldeb plentyn. (01443 821600).
- Cysylltu â'r swyddfa hefyd ar gyfer materion pwysig megis newidiadau i drefniadau diwedd y dydd gan nad oes sicrwydd bydd yr athro dosbarth yn gweld eich neges wrth ddysgu'r dosbarth neu os yw ef/hi yn absennol o'r ysgol.
- Er mwyn sicrhau lles athrawon, yn ogystal â sicrhau bod ganddynt gydbwysedd bywyd gwaith, gofynnwn i chi gofio, er y gall athrawon derbyn negeseuon gennych chi ar unrhyw adeg, nid oes disgwyl iddynt ymateb i'r neges yn ystod yr 'oriau tawel'.
- Nid oes disgwyl i'r athrawon ymateb i'ch negeseuon ar benwythnosau ac unrhyw amser arall y tu allan i'r cyfnod a nodir. Os yw'n bryder neu ymholiad brys, dilynwch y sianeli arferol o gyfathrebu a ffonio 01443 821600 neu e-bostiwch ysgolgymraegtrelyn@sch.caerphilly.gov.uk

Nodwch y bydd unrhyw unigolyn sy'n defnyddio Class Dojo i bostio sylwadau sarhaus, enllibus, bygythiol neu sarhaus am staff, disgyblion neu'r ysgol yn cael eu symud o'r safle.

Disgwyliadau ar gyfer disgyblion:

- Gwneud dewisiadau da a chefnogi eraill i wneud dewisiadau da.
- Defnyddio adborth a negeseuon ClassDojo i drafod eu dysgu a'u hymddygiad gyda'u rhieni/gofalwyr.



Class Dojo Policy

Class Dojo deepens understanding between teachers, parents and students. In the classroom, teachers can use Class Dojo to encourage positive behaviours with points for

- *Welshness*
- *effort*
- *respect*

Teachers can also send real-time messages to parents using the messaging portion of Class Dojo to provide parents with updates on what is happening at school. Class teachers can share text, images, document and web links and even video with individual parents or with whole classes.

More than one parent can sign up and parents with more than one child will be able to see each child's account separately.

By creating a Class Dojo account, staff, parents and pupils agree to the following:

Expectations for Staff

- *Teachers are expected to create a Class Dojo account via the website www.classdojo.com and to download the free app onto their school laptop or iPad.*
- *Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to sign up. It is imperative that teachers remember to add new children that join their class throughout the year.*
- *Teachers are encouraged to post updates on their class story. As well as giving parents information about PE, spellings etc. teachers will also celebrate the children's work (this may be done on the class story or individually via messages).*
- *All members of staff using Class Dojo are asked to set a 'quiet hours' on their page, this is when messages will not be read or responded to as we must be mindful of the impact this may have on their personal time. The agreed quiet hours are between 4.30pm and 8:30am Mondays to Friday, and all day Saturday and Sunday.*
- *Teachers are respectfully reminded to not engage in any conversations about personal matters via the class story or the messaging service. The school policy is to invite parents/carers in for face to face dialogue or phone call when this is more appropriate.*
- *All users of Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on websites and social media from the school.*

Expectations for Parents/Carers:

- *Check for individual messages and whole class stories regularly.*
- *Make sure messages to the teacher are concise and factual. For anything particularly sensitive or confidential, it is more appropriate to speak over the phone or in person. The purpose of the Dojo*

message can be to try to arrange this. Do not expect an immediate response from staff during school hours as they may not see your message during teaching times or he/she may be absent from school and messages may not be monitored.

- *Remain polite and considerate at all times in written communications with the class teacher.*
- *Use the information from Class Dojo to structure a conversation with their child about what they have been learning and how they have been behaving in class.*
- *Not to share any content from Class Dojo on social media or via other messaging services.*
- *Not to use Class Dojo as a way of reporting pupil absence. Pupil absence should be reported to the school office (01443 821600).*
- *Contact the office for important issues such as changes to end of day collection arrangements as the class teacher may not see your message when teaching the class.*
- *In order to maintain the well-being of our class teachers, as well as ensuring they have a work life balance, we ask that you bear in mind that although teachers can be messaged by you at any time, they are not expected to reply to the message during the 'quiet hours'.*
- *Teachers will not be able to respond to your messages on weekends and any other time outside of the stated period. If it is an urgent concern or query, please do follow the usual channels of communications and phone 01443 821600 or email ysgolqymraeqtrelyn@sch.caerphilly.gov.uk*

Please note that any individual who uses Class Dojo to post abusive, defamatory, threatening or offensive comments about staff, pupils or the school will be removed from the site.

Expectations for Pupils:

- *Make good choices and support others to make good choices.*
- *Use ClassDojo feedback and messages to discuss their learning and behaviour with their parents/carers.*

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