



Leading Our Learning at Linkwood Primary



Reporting to Parents and using online Pupil Profiling Parent's Guide

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How We Report to Parents and Carers at Linkwood

Across the school year, we use a variety of different ways to report to you and share with you what your child is learning and how they are getting on. By using this range of reporting, we want you to know what your child is learning about and the progress they are making as well as enable your child to have a greater involvement in planning for their own future by reflecting on their learning and identifying their next steps.

Our methods of reporting include:

Class Teachers:

- Term 1 “Meet the Teacher” sessions. Information shared is also included in an online newsletter.
- SeeSaw online app- used to share learning with families. This includes information about what has been learned, next steps and reflections on learning. Each term pupils reflect on what they have learned about an aspect of a whole school focus and this is shared on Seesaw. We ask parents to comment on the learning to encourage and motivate their child.
- In term 2 you will receive a brief report which indicates which level of Curriculum for Excellence they are working on, and a level for their effort and behaviour.
- If your child is not on track to achieve as expected for their age-group, you will receive an Additional Support for Learning overview which outlines the supports they are receiving in class.
- In term 3 the teacher will write a comment about your child as a learner- their attitude and aptitude to learning and working with those around them. This report will inform you of where your child is currently working within Curriculum for Excellence.
- Term 4 you will receive brief report on where your child is currently working in relation to the Curriculum for Excellence.
- Termly shared learning opportunities e.g. Book Bags, Talk for Writing, Robert Burns.
- Open afternoons for families- e.g. Christmas Crafts.
- Learning conversations- evidenced on SeeSaw (pupil & teacher/pupil & pupil)

- Homework
- Class Floorbooks
- Parent/Teacher/Pupil Meetings- offered in October and March by telephone or face to face

Whole School:

- Open door policy
- Monthly Newsletters/Letters/flyers
- School website
- Twitter/ Facebook- general school pages
- Parent Focus Groups
- Concerts/shows/performances

Additional Support Needs Team:

- Review meetings (for some children)
- Child Planning Meetings (for some children)
- Transition booklets
- Pupil profiles

SeeSaw Online Learning Profiles

What is a Digital Profile?

A Digital Profile is an interactive storage point that allows pupils to collect evidence of their learning and share this with their teachers and their parents.

Why Digital Portfolios?

Collecting evidence in a digital way allows pupils to capture video and sound, annotate pieces of work and comment on their achievements and next steps. This can then be added to by teachers and parents to share in these achievements and point towards next steps. Using a digital platform also offers an opportunity to increase the frequency of sharing and allows for this to take place at home.

What is Seesaw?

Seesaw is a simple way for teachers and students to record and share what's happening in the classroom. Each student gets their own journal and will add things to it, like photos, videos, drawings, or notes. When there are new Seesaw posts, families can be notified via the app notification. Parents are only notified about their own child's work, and all data is safe and secure. You will receive an invitation letter when your child's journal is ready to view.

What will be shared on Seesaw?

Seesaw will be used to capture and share significant aspects of your child's learning in a variety of ways, including:

- Teaching and learning overviews. These will be shared each term using Microsoft Sway. They will include ways parents/ carers can help. As well as being shared on SeeSaw via 'Family Announcement', these will be emailed to parents and posted on our website.
- Evidence of learning experiences and examples of work will be posted regularly to individual journals and whole class blogs.
- Evidence of pupil evaluation of and dialogue about their learning.
- Evidence of teacher feedback on progress and next steps in learning
 - Each term a comment will be given on progress of- literacy, numeracy and health and wellbeing
 - Throughout the year- comments and examples of other curricular areas and class topics.
- Pupil feedback on learning
- Parent/ carer feedback on learning
- Pupil Achievements

Pupil Reflections

Throughout the year, your child will reflect on their learning and consider their journey through all the different aspects of our curriculum including:

Term 1 Our School Values of being: Kind, Responsible, Positive, Creative

Term 2 The Four capacities: Successful Learners, Confident Individuals, Responsible Citizens, Effective Contributors

Term 3

Growth Mindset and learning powers:

- Concentrate
- Don't Give Up
- Be Co-operative
- Be Curious
- Have a Go
- Use Your Imagination
- Keep Improving
- Enjoy learning

Moray's 8 Skills for Learning, Life and Work

- communication
- self-management
- teamwork
- leadership
- interpersonal
- creativity
- thinking
- employability

Term 4

The 8 Wellbeing Indicators

- Safe
- Healthy
- Active
- Nurtured
- Achieving
- Responsible
- Respected
- Included

Their Personal attributes

- perseverance
- resilience
- motivation
- self-regulation
- empathy
- open-mindedness
- self-reliance
- flexibility
- participation
- self-respect

Progress Report

A short, printed progress report will be sent home, separate to the Seesaw online journal, in November, March and June of each year. This will state where your child is within the Curriculum for Excellence, their general effort, behaviour and homework.

Achievements Out With School

It is important for us to know about your child's success and achievement out with school. We invite you to share any 'Wow' moments with us using SeeSaw Class app. These will be celebrated at monthly assemblies and pictures uploaded to their journal.

How should I contribute to my child's Digital Profile?

We are really keen that you contribute to your child's profile. We love to see comments and likes, it let us know we've reached you and your child will feel their work and effort is valued by you. Parents are only notified about their own child's work. When commenting on your child's work, only you and the class teacher can see that comment. When commenting on a photo shared to a group or the whole class, all parents of children who are tagged will see your comment.

We hope families will spend time together sharing in achievements and learning by viewing the materials together and talking about what you're seeing and hearing.

When there are new Seesaw posts, families can be notified via app notification, email or SMS.

Contributing by commenting on profile entries

The Seesaw app allows for, and we encourage, comments to be added to pupil's learning journals. Feedback is important to help students grow and learn. Teachers provide students with feedback all of the time in class. Parents can provide feedback too. Providing good feedback to your child can be difficult, especially as you may want to tell them lots of things that they need to do to be better at something.

Here are some tips:

- Choose a time where you can really listen and have quality discussion about what you are seeing.
- Make sure that discussion and comments are positive and focus on the progress you see.

- When making a comment, you are best to keep in mind your child's stage and **what they are learning about** within the example.
- Comments that focus on what has been learned are more effective at moving learning forward.

When making comments it is important to ask yourself:

- Will these comments **help** my child improve?
- Will it help my child be self-motivated and **encourage** him/her to try again?

Some sentence starters might include:

- You did a great job because..... When explaining this you...
- I really like the way that you Two things you did really well are...
- Have you thought about.....? Your thinking shows...
- I'm proud of you because..... Your writing tells me...
- Interesting, this made me think of.....This is quality work because...
- Excellent effort, especially

If appropriate, offer a link to learning that has taken place out of school.

An example comment might be:

- I really liked the way that you read your story to me on Seesaw, you showed great expression.
- I can see you have improved your skills in... we'll practise these more when we...

Other comments

You could also use this as an opportunity to tell your child's teacher about your child's learning at home. For example you could say ...At home we've been measuring when we baked bread this week.

All comments (pupil and parent) are held for approval by the class teacher, so don't worry about making an error with the technology, it won't be posted until approved by school staff.

Who can view student journals?

Seesaw journals are private by default. No student content or information is ever shared without your explicit request.

Individual Journals are only accessible to teachers, students in the class, and a student's family if the teacher chooses to invite them.

Links to Seesaw journal posts can only be accessed if shared by a teacher, family, or student account. Links are not searchable.

Family members are only able to access their own child's journal, not the journals of other students in the class.

Our 'Media use permissions' shared with you in our 'Data Capture' forms at the start of session covers most aspects of data sharing within SeeSaw however, If you are still concerned about their child's privacy, we can observe these guidelines for your child:

- Do not post group photos that include your child
- Do not tag your child in posts that include any other members of the class.
- Only invite the child's parents to view their journal and do not invite other family members
- Refrain from posting photos of your child, and instead focus on photos of their school work
- Do not post your child's work to the blog

Please let school know which of these you wish us to adhere to otherwise we will assume your permission as stated in the Data Capture forms.

We have turned off family sharing in our class settings. When family sharing is disabled, families will not have the ability to download any items onto their device or share any items over social media. They can of course, take a screenshot. There is not much we can do about that, unfortunately so we trust everyone to respect each other's privacy. When parent sharing is disabled, parents will not have the ability to download any items onto their device or share any items over social media.

How does Seesaw help keep student data safe? (Info from Seesaw)

Seesaw takes protecting your security and privacy seriously and we've put a number of measures in place to protect the integrity of your information.

- We have a robust set of Privacy Principles designed to clearly communicate our privacy promises to our teachers, parents and students.
- Seesaw uses SSL security at the network level to ensure all account information and journal content is transmitted securely.
- Journal Content (e.g., the photos, video, audio, and other content you add to your Seesaw journal) is encrypted at rest.
- All passwords are salted and hashed using PBKDF2.
- Seesaw routinely conducts 3rd party security audits to verify the security and integrity of our systems and internal controls.
- Account information is stored in highly secure, access-controlled data centers operated by industry leading partners with years of experience in large-scale data centers.
- All user information is stored redundantly and backed up in geographically distributed data centers. We utilize multiple distributed servers to ensure high levels of uptime and to ensure that we can restore availability and access to personal data in a timely manner.
- We have adopted an internal data access policy that restricts access to personally identifiable information to a limited number of employees with a specific business need (such as for technical support).
- All employees undergo a background check before beginning employment at Seesaw, sign a nondisclosure agreement, and immediately lose access to all internal systems and data when terminated. No customer information is stored on individual employee computers.
- We routinely monitor our systems for security breaches and attempts at inappropriate access.
- We use encrypted QR codes for parent and student access to journal content.
- Seesaw has taken the Student Privacy Pledge.
- Seesaw complies with the EU - U.S. Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use and retention of personal information from European Union member countries. Seesaw has certified that it adheres to the Privacy Shield Privacy Principles of notice, choice, and accountability for onward transfer, security, data integrity, access, and enforcement and liability. You can learn more about the Privacy Shield program on their website.

Watch an introduction video following this link: <https://youtu.be/pzlrtDR84KY>