

Seesaw Plan and Procedure Post Lockdown

App	Seesaw Teacher	Seesaw Class	Seesaw Family
Username:	niflanaganj@northlan.org.uk	QR codes	sent home
Password:	m150llss		sent home

Nursery Procedure

Upload initial PLP paperwork within 6 weeks of starting nursery. Targets identified and evidence updated. General achievements also uploaded with the learning intention discussed eg. *"Jane was looking for pattern in the environment. She was able to discuss the lines of the vanes on the leaves."*

Expectation is that every child should have termly PLP paperwork uploaded and at least fortnightly achievements communicated.

Communication of events etc. should be via the app or text message system. Parents should not be encouraged to communicate via the message system as replies are not always timely. If parents are wanting to share a target achievement from home this should be via the message system as we move slowly return to the use of family App only. Updated information sent to parents November 2021.

P1-P7 Procedure

Updated information sent to parents November 2021. Staff meeting on Nov Inset.

Classes have four categorised folders. When a teacher uploads anything, they will be prompted to choose the correct folder. These can then be viewed individually for monitoring.

Folder	Intended Content - Expectation
PLP	Termly general PLP paperwork eg football or rainbow targets in Numeracy, literacy, Health and Cross Curricular. These targets are to be evidenced when worked on or achieved. At least 4 pieces of evidence per term. New theme targets and evidence should also be included eg new genre in writing or new theme in maths. This will increase evidence expectation.
Active Maths	This file should show evidence of work on concrete or pictorial active maths work. This should include the L.I. This has been added as jotter evidence is reduced for some themes in maths. At least one piece of evidence per theme.
CC Outdoor Learning	This file should show evidence of learning outdoors. It could be natural art, or calculating angles with twigs or den building. It can be uploaded in groups (though take care with data protection) and should be weekly .
Homework	This file should give the termly homework overview and weekly reminders . The class app upload function may be removed and so we must not become dependent on it. Homework jotters should still be in use. Uploads should be placed in the correct file by clicking the 3 dots to categorise. Teachers should ask for text to be sent home when children do not complete homework (unless a special arrangement is in place).
Messages	Staff should not initiate messages unless there is a special arrangement i.e. supporting a child with additional needs where increased communication supports the GIRFME plan. Information on events etc must go via the App. If individual concern needs communicated, a text can be requested via SMT. Parents sending questions/information – if easy to respond please do so. They will have been told that this is not monitored daily and the best way to communicate is via the office. If parents/guardians send message about attendance or complaints/queries, the standard response is: Please contact the school office with this information. Or Please contact the school to arrange to discuss this. Thank you.

N.B Going forward we want parents to need only one app at the moment they use class app from home to upload responds to homework and family app to be able to see messages.