

SEESAW POLICY



Updated August 2020

Rationale : We aim to fully involve all parents in their child's learning journey. Seesaw is an ideal platform to do this.

Effective communication between home and school is essential to ensure that pupils reach their maximum potential and also to ensure that parents are included in their child's learning journey. Home learning is best supported using digital technology and at Tarbolton Primary School, our platform for digital/home learning is Seesaw.

Article 13: We have the right to information

Article 18: Both parent share responsibility for bringing up their children, and they should always think about what is best for each child.



AIMS OF THIS POLICY

- To outline the roles and responsibilities of Seesaw use within our school and at home
- To clarify the use of Seesaw family app and Seesaw class app
- To outline the relevant people to communicate with using the Seesaw app
- To explain the role of Seesaw in home learning and homework
- To outline the limitations of the use of Seesaw

RESPONSIBILITIES

Senior Management Team

- Each year the management team will secure sufficient funds to renew the licence to allow the use of Seesaw in school. This may be from the school DMR or through request to the parent council.
- Senior management team will invite appropriate staff to the school Seesaw account and will give them access to the relevant classes.
- Monitor uploads to Seesaw and responses received

Clerical Staff

- When a child is given a start date and time clerical staff will ask parents for an email address to allow clerical staff to set up a Seesaw account for their child.
- Once a Seesaw account has been opened a link to the necessary documents will be sent to each parent to allow them to complete prior to their child starting their placement.
- Clerical staff will ensure that relevant documentation is completed prior to each pupils starting in school.
- At the end of each academic year Mrs McDowall will archive pupils who will not return to our school in August.
- At the beginning of each academic year Mrs McDowall will prepare each class group.

Class Teachers

- Class teachers will maintain a pupil journal for every child in their class. This will be done by ensuring a minimum of 3 pieces of evidence (this may be a recording, annotated photograph or piece of pupil work) are uploaded each week as a minimum. Comments accompanying uploads should relate to a child's personal targets, Cfe E's & O's or specific benchmarks.

- During the first week of each term class teachers will upload a class newsletter
- Class teachers will use the private message function to communicate with parents where appropriate about their child. This may be to discuss an incident, to encourage parental involvement or to ask for advice about a child. Communication will take place between 8am and 4pm during the week and during term time only. Parents are reminded that whilst teaching, teachers will not be able to respond.
- Home learning activities will be uploaded as required to the activities tab of Seesaw.
- Homework notification sheets will be uploaded to your child's journal weekly before 3pm on a Monday as per our homework policy.

Early Years Practitioners

- Early years practitioners will maintain a pupil journal for every child in their Keyworker group. This will be done ensuring a minimum of 3 pieces of evidence (this may be a recording, annotated photograph or piece of pupil work) are uploaded each week. Comments accompanying uploads should relate to a child's care plan targets, early years milestones, Cfe E's & O's or specific benchmarks.
- On a child's first day in the early years class and until they are settled daily photographs should be uploaded to relieve parental stress and encourage positive links between home and school
- Outdoor nursery staff should upload 6 photographs weekly of each pupil group.

Parents

- During school registration parents will download the SEESAW family app.
- Parents will play an active part in monitoring their child's journal by 'liking' added items, commenting on added items or discussing items added with their child.
- Parents will support their child to upload work completed at home as part of home learning or homework.
- Parents will use the private messaging section of Seesaw to communicate with the relevant people within school

Mrs Blair & Mrs Ross	any communication welcome
Mrs McDowall	requests for appointments with a staff member general enquiries
Mrs Russell	to report a reason for pupil absence to change a child's medical information to update a child's record
Class Teachers & Early Years Practitioners	to raise any concerns regarding your child to request information about your child to share information about your child

Each child can have 2 parents with an account or a parent and a grandparent. Parents wishing additional access should message Mrs Blair.

This app is free to download and very simple to use.



From this app parents can link their children's accounts. To do this sign up using one child's QR code and then click add a child's journal and use the next QR code to add your second or subsequent children. Using the app you can send instant messages to class teachers/keyworkers, the school management team and the school office.

Using this app parents will receive school announcements and class announcements. This includes items such as consent requests for outing, school newsletters, information about upcoming events etc.

Using this app parents can also view their child's journal and add comments to posts within their journal.

With this app you are not able to upload pupil work to the journal.

If you wish to upload work your child has done or a target they have reached this should be done via your Child's home learning code if you wish this to appear on their journal.

To upload to your child's journal using the family app you are required to sign in as a student and use the home learning code which your teacher will have given you for each of your children. When signed in as a student you will not be able to see all announcements and will not be able to private message staff. To do this in this app you are required to log out as pupil and sign back in as a parent.

PUPILS

Pupils with their own devices should download the seesaw class app.



We appreciate that not all children will have their own device however if they do they should install the class app. Children do not need a QR code for this however they do require a home learning code. If your child does not have this please just let us know.

If your child uses their home learning code they will then be able to access the activities section of SEESAW which is where many of the homework tasks will be located moving forward. (Independently or with assistance from their parents) to upload to their journal.

HOMWORK ON SEESAW

During term 2 (October – December) we will re-introduce more traditional style of homework. Weekly homework sheets (the same as previous years) will appear as notification that it has been added to your child's journal on the parent's family app and also on the child's class app.

A different sheet will appear in each of your children's journals.

Some of the activities (almost all for early years and P1) will be tasks to be completed at home with no requirement to upload evidence to a child's journal.

From P2-P7 the homework sheet may lead your child to the activities tab. In here work is completed on screen using either their fingers as a pencil or a stylus pen. Completed work then is easily uploaded to the child's journal either via the class app and pupil home learning code or on the family app as long as you are signed in as a pupil and not as a parent.

STYLUS PENS

For most children the use of their finger on the screen for homework activities will suffice. However, where a child is unable to do this and does not have a stylus pen at home the school will provide a stylus pen. Parents can make this request via Seesaw to class teachers or to Mrs Blair. This will be a one time allocation. If a child loses the pen we will not be in a position to replace it.

WHAT DO EACH OF THE SECTIONS ON SEESAW ALLOW ME TO DO? (FAMILY APP)

In the Seesaw family app this is the view you will see in your home screen. To see your child's work you click on journals and this will allow you to choose the correct journal for each of your children.



By clicking here you will get access to your child's journal



Clicking here will let you see any school notifications i.e. upcoming events, school closures etc.

By clicking here, you can see your message or send a message to staff.

WHAT DO EACH OF THE SECTIONS ON SEESAW ALLOW ME TO DO? (CLASS APP)

In the class app your child will have 3 choices:

Journal they can view everything in their journal

Activities they can see activities that their teacher has set for them. Once an activities is complete it will sent to the class teacher to review and will then appear on your child's journal.

Inbox they can view class and school announcements which have been sent for students.

Pupils do not have the option to send or receive direct messages with staff or other pupils.

SEESAW LIMITATIONS

- Staff will not communicate with parents out with their working hours with the exception of Mrs Blair who will respond to urgent messages. During holidays and weekends Mrs Blair will connect to Seesaw once in every 24 hours.
- Seesaw will not replace face to face contact when possible as we value the relationships face to face meetings can develop
- Seesaw requires a suitable digital device and internet access. Where families do not have this in their own home, they are able to access this via council libraries. If any family is struggling with accessing a device or internet, they should make Mrs Blair aware.

Review date: August 2021