Hazelbank Primary School



**Seesaw Policy**

**and Guidance**

## Introduction

At Hazelbank Primary School we are constantly looking to improve home communication and share learning. As part of this we are using the Seesaw App within the classroom to create a snap-shot of children’s learning.

We aim to use Seesaw to keep in touch during term-time and also during periods where the school may be closed. Teachers can post work, comment on submitted work and also leave messages for the whole class. Seesaw will also be used to set class activities such as homework.

 Under GDPR if you sign up to Seesaw you give your consent for your child to use Seesaw. Seesaw does not share any information with any outside organisations. Further information is available on the Seesaw website.

**What is Seesaw?**

Seesaw is a platform that allows schools and pupils to engage with parents and guardians. Each pupil gets their own journal where photos, drawings, curriculum activities and notes can be sent.

## Seesaw: Family and Class App

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|   |   |
| Parents/guardians use this app to view messages from their child’s teacher.  Parents/guardians can send messages to their child’s teacher through this app.  Parents/guardians can view completed activities which your child’s teacher has approved.  | Please use this app at home to access planned curriculum homework tasks and complete work.  Children sign in with Home Learning Codes. When beneficial the teacher will load work onto this App for students to complete. (Please keep a copy of the code. Please note if you have more than one child using the Class App, you will have to sign in and out).  |

Please see Appendix 1 for the **‘Seesaw Getting Started Parent’s Guide’**.

## Seesaw usage at Hazelbank Primary School

Once consent by the parent/guardian has been received by the school a Seesaw account will be set up for each pupil. An instruction page and individual QR code will be sent home for each pupil.

Seesaw will be used from Primary 1–Primary 7. The content of pupils’ work and frequency of posting will depend on each class year group and the curriculum.

Seesaw will be used to publish items of the following nature to parents:  Collaborative group activities

* Audio, video and photos of pupils both at work and of their work
* Work samples
* Class information or updates
* Activities for your child to complete at home (Class App)

## Roles and Responsibilities when using Seesaw

**The Principal will:**

* Ensure adequate training is provided for staff on the usage of Seesaw within the classroom.
* Ensure all staff, parents and guardians comply with the Hazelbank Primary School Seesaw Policy.
* Include the **Seesaw Code of Conduct** (Appendix 2) in the annual parent/guardian proforma.

**The Teachers will:**

* Approve new journal items and activities.
* Post to child’s journal on a regular basis (at least once a week).
* ‘Like’ the work by clicking on the heart.
* Mark the work by clicking on the three dots (…) and clicking ‘Edit’ and using either the pencil/felt tip tool to draw ticks, highlighter to identify gaps or errors, text tools to add a written response or voice response to give more personal feedback.
* ‘Check-in’ on the app at least once during a working day (please note teaching commitments will always take preference).

**Parents/Guardians will:**

* Be familiar with the school Seesaw Policy.
* Download the Seesaw Family App and Class App which will allow access to their journal.
* Be aware that photographs may feature other children and that these are for their own use and must not be shared on social networking sites.
* Ensure communication is kept to a professional level i.e., if you have a pastoral care issue, please contact the school by phone rather than raise this issue using Seesaw.
* Ensure work is clearly photographed to enable a teacher to mark it.
* Be respectful of the teachers’ working hours schedule.

**Children will:**

* Follow teacher-led instructions to utilize their Seesaw account approriately
* Use the ‘Add Response’ tool to submit their work (older children). This allows Seesaw to recognise that they have completed their work.
* Always be respectful of other pupils’ content.
* Follow the online safety rules and only use for schoolwork.
* Report to an adult if they come across any unsafe content.

This policy is written in line with the school’s **Acceptable use of the Internet Policy and Online Safety Policy**. This policy will be reviewed annually.

## Approval of See Saw Policy

**Approved by Board of Governors**

**Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Next Review: February 2025**

 **APPENDIX 1**

**Hazelbank Primary School**

# Seesaw Getting Started Parent’s Guide

**How do I access Seesaw?**

**Download the Family App and Class App**

Scan the QR codes for each App. Your child’s child teacher will give this to you. Please ensure you keep a copy of the codes. This is required because you may have more than one child using the app and you will have to log in and out of the Class App to access your individual children’s activities.

Download the Class App. Scan the QR code to access your child’s journal and activities. Your child’s class teacher will give you the QR code. Please ensure you keep a copy of the codes. Please note if you have more than one child you will have to log in and out of the Class App to access your child’s activities.

## Family Account Notifications

You’re in control of how often you are notified about new information in Seesaw.

1. Tap your Profile Icon in the upper left corner.
2. Tap the Gear Icon
3. Choose Account Settings
4. Turn email and/or push notification ON/ONCE A DAY/OFF

The 3 main areas of Seesaw Class App are the Journal, Activities and Inbox tabs.

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| **Journal**  | The Journal is a record of children’s learning over the academic year.   |
| **Activities**  | This is the area where teachers post new learning activities. How to respond to an activity: * Click on the green ‘Add Response’ button.
* Follow the instructions to complete the activity.
* When you are finished click on the green tick.

The work is now automatically uploaded to the teacher’s folder and awaiting a response from the teacher.  |
| **Inbox**  | Teachers will post whole class and individual messages directly via the inbox tab.  |

We realise that not everyone can access ‘Seesaw’ and we do not want you to feel under any pressure to do so; however, we are trying to embrace online learning and improve home school communication. All significant school information such as school dates/events etc will also be posted on the school website and will continue to be sent home in hard copy.

 **APPENDIX 2**

**Hazelbank Primary School**

# Seesaw Code of Conduct

Please read our **Seesaw Code of Conduct** carefully and tick the left-hand column to indicate your agreement.

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|   | I will talk to my child about using appropriate icons and images to use for their profile picture. We recommend that the children use a profile photo of their face, a family pet or their initials.   |
|   | If my child is absent from school, I will inform the school following the normal procedures by contacting the school office or sending a written note. Any message sent on Seesaw should be in addition to this communication not instead of it.  |
|   | I understand that I **should not** screenshot or share any information on social media or any other platform outside Seesaw.   |
|   | I understand that any messages sent to the class teacher through Seesaw will only be responded to during working hours. I will keep any messages courteous and ensure communication is kept to a professional level.   |
|   | I understand that if I have any concerns or queries regarding pastoral care or general school issues I will clarify this with the school office.   |
|   | I understand that if I send a message to the class teacher that they may not see it as they are working with their class throughout the day. I understand that teachers may not see the message until after the children go home.   |
|   | I understand that teachers will not be expected to use Seesaw to reply to messages or mark uploaded work after 4pm Monday-Friday.   |
|   | I understand that in the event of a school lockdown, Seesaw will be used as a home learning platform. I know that I can contact teachers through seesaw between the hours of 9am-4pm Monday-Friday during a period of lockdown.   |
|   | Hazelbank Primary School takes every precaution to keep children and staff safe online. I will be vigilant and supervise when my child/children are using Seesaw at home.   |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**