Seesaw Policy

Introduction

Seesaw is a child friendly online platform that allows teachers to upload instructions and assign activities. Seesaw also operates as a portfolio platform in which teachers, parents and pupils may upload work, activities, stories, and observations. This minimizes the need to scan, photocopy and print, thus being more sustainable with the use of paper.

Seesaw will be used for three key purposes within school life:
- The setting of homework
- Parent-teacher communication
- Portfolio of progress and attainment

Each Y1/Y2 child has an exercise book for homework. Children will use these to record their homework.

On homework days (see timetable below), children should log-in to Seesaw to view their homework activity set by the teacher. This might be supported with examples or video footage.
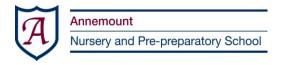
Parents can help by providing a quiet place, where homework can be done as independently as possible and by praising effort.

In order to facilitate the success of the platform, it is important that the appropriate WIFI or hardware is available; such as a tablet, Chromebook, computer or laptop. We also ask parents to support the School by supervising access and promoting the safe use of the internet/ digital technology at home. Please note that on our website we place regularly updated online safeguarding links for parents.

Seesaw works well on any computer or device. We do find that our pupils work best when using a touchscreen device such as an I-Pad. You will be required to download the free **Seesaw Class App** onto your chosen device and the School will provide you with unique log-in details.

Setting of work

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Year Two	Phonics	Maths	Writing	Comprehension	Topic/Science
Year One	Maths		Topic/Science		English
Reception			Maths		Sound Dictionary
Pre-Reception					Sound Dictionary
Nursery	Sound Dictionary begins in the Spring Term on an individual basis when a child is ready.				

How to access Seesaw

- You will receive your child's personalised QR code. This can be found in your child's homework exercise book. You will also be sent this by email so that you can file it for reference.
- You will be required to download the free **Seesaw Class App** onto your chosen device.
- Open the app and select 'I'm a Student'.
- Scan the QR code.
- At the bottom of the page you will see three key buttons. *Journal, Activities* and *Notifications.*
- The *Journal* page will show any saved work either from home or in class.
- The *Activities* page will show you the setting of homework set by the teacher.
- *Notifications* will show you any messages or new activities sent by the class teacher.
- The green plus button (+) at the top of the page allows you to add stories to your journal. There are a variety of tools to use to record work, *photo, video, drawing, upload, share a link, notes.*

Parent communication with the teacher

To pass a message onto the class teacher, simply send it via the Seesaw App. As a parent you may wish to have the app on your personal device for ease of access.
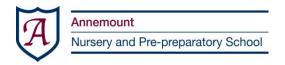
To send a note to the teacher: simply open the app, click on the speech bubble at the top of the page. Initiate a 'new Conversation', compose the message and send it to the teacher.

Please note – any communication via Seesaw is able to be viewed by your child. Any sensitive information should be emailed to the school office, which will then be forwarded to the teacher.

Teachers will endeavor to answer messages during the school day.

Using Seesaw for Homework

- Log in to your account
- Select the Activities page to view any homework set by the teacher
- Follow the instruction
- Most homework tasks will require completion in the homework exercise book.
- Once completed, select **Add Response**, using the **Notes** section write '*done'* or '*completed'*. Your child might like to use the **Drawing** section and draw a smiley face! This will then register the activity as completed and be removed from the **Activities** page and transfer into the **Journal** page.

Recording the child's learning journey
Teachers in Nursery, Pre-Reception and Reception will also use Seesaw to record the child's progress and development throughout the year. This may in the format of photos, videos, notes and observations.
Parents will be able to follow this story as and when items are posted.
Parents are encouraged to add to this portfolio and share stories from home.

Acceptable Use Policy
As a professional organisation with responsibility for young people's safeguarding, it is important that all members of the school community take all possible and necessary measures to support children to manage technology safely and effectively. This includes protecting data and information systems from infection, unauthorised access, damage, loss, and abuse and theft as well as sharing personal data including photographs inappropriately.

The school asks that parents help to achieve this by agreeing;
• To support the school in promoting online safety
• We expect all members of the school community to treat each other online with the same standards of consideration and good manners as they would in the course of face-to-face contact.
• We expect members of the school community to ensure that any materials published on their own social networking sites has due consideration shown towards the staff, pupils and families of the school.
• Photographs representing pupils of the school may only be posted on personal social media sites with permission from the parents of those children.
• Parents are asked to be vigilant when sharing photographs of their children in school uniform on social media. Any form of identification puts a child at risk.

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