

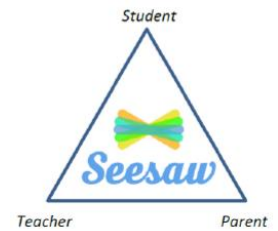


Millersneuk Primary School Seesaw School Policy (Updated 2023)



What is SEESAW

Seesaw is an app where pupils, parents and teachers can share work and announcements/information in a safe, secure and private social network environment. Seesaw provides a safe digital 'Learning Profile' in which children can document their learning by adding entries such as photographs, videos and work to show what they are learning in class. It encourages digital citizenship by showing how technology can be used in a safe and creative way. Seesaw creates a triangle of communication between teachers, pupils and parents. Seesaw is made up of two apps and one website.



The Class App:

- ✓ Teacher posts work/activities for pupils to complete (homework)
- ✓ Pupil posts work for their teacher to view or comment upon (homework)
- ✓ Teacher and pupil can communicate through the app (e.g. achievements)
- ✓ Privacy settings can be adjusted to allow children to view their whole class' work or just their own personal work

The Family App:

- ✓ Allows parents access to view the pupil work
- ✓ Allows parents and Class Teacher to communicate through a private messenger or mail
- ✓ Gives notifications when content has been added or commented upon in the class app



The Seesaw Website:

- ✓ This is the website version of the two apps.

Access to Seesaw is gained through unique passwords and QR codes which make it a secure platform for communication with pupils and parents. The family app requires parents to provide an email address and to verify their identity through a secure link sent to this address.

Aims

The aim of this policy is to ensure that all staff in the Millersneuk Primary School understand how Seesaw should be used.

Seesaw is an important feature of our Teaching and Learning toolkit in Millersneuk Primary School. Seesaw is used for the following purposes, however this is not an exhaustive list:

- ✓ Providing a digital record of pupil's work over the course of a school year
- ✓ Enhancing pupil's ICT skills and engagement with technology through creating and showcasing work in a digital platform
- ✓ Communicating with parents surrounding important class specific announcements or information e.g. issuing reminders about special events, payment of trip money etc.
- ✓ Setting and completing home learning/homework activities

Class Teachers are responsible for:

- ✓ Making sure that pieces of evidence for Literacy, N&M and other curricular areas are shared
- ✓ Developing the skills of pupils to capture evidence - children will work with Class Teachers to decide evidence (where appropriate)
- ✓ Equipping children with the vocabulary to have reflective learning conversations.

How Will Seesaw Work in Millersneuk Primary School?

- ✓ Access to the service will only be given to approved parents
- ✓ To adhere to GDPR, staff will only identify pupils on Seesaw using their first name (Display name)
- ✓ Teachers will approve all posts from pupils before publishing
- ✓ Class Teachers should try to use Seesaw within school working hours. However, it is recognised that this may not always be possible or practical e.g.:
 - It may cut down on workload for Class Teachers to upload photographs as they are marking work at home
 - Class Teachers may wish to respond to parental communications out with school hours
- ✓ Seesaw can be used by Class Teachers/Parents to message about class specific information, to send photographs and share wider achievements. All other communication should continue to come to the school office.

How Will Seesaw Be Used to Enhance Learning in Millersneuk Primary School?

- ✓ As children progress through the school, they will take increasing ownership over selecting work and achievements to showcase on their profile. Teachers should encourage personalisation and choice where possible
- ✓ **In August and at the start of each new term Class Teachers will provide a short overview of the Learning & Teaching taking place in their classes:**

August (1 st Full week back)	<ul style="list-style-type: none"> ✓ Class Teacher introduces themselves ✓ Class Picture ✓ Important class routines e.g. homework routines, PE days etc ✓ Overview of Learning & Teaching: (Topics for Social Studies, RME, Sciences, HWB etc)
Start of New Term	<ul style="list-style-type: none"> ✓ Reminder of important class routines e.g. homework routines, PE days etc ✓ Overview of Learning & Teaching: (Topics for Social Studies, RME, Sciences, HWB etc)

- ✓ Each term 'Learning Targets', co-constructed with pupils, for Reading, Writing, Listening & Talking and Numeracy & Mathematics should be shared with parents
- ✓ During each month in the school year (except August & April) a minimum of one piece of evidence (this may vary according to stage), linked where possible with pupil 'learning targets', in each of the following core curricular areas above should be shared with parents. These pieces of evidence can be chosen by the pupil, jointly chosen by the Class Teacher/pupil or specifically chosen by the Class Teacher. A piece of evidence can be specific to an individual child or a group or indeed the whole class.
 - Reading
 - Writing
 - Listening & Talking
 - Numeracy & Maths
 - Other pieces of work (**please include different areas of the curriculum throughout the year**)
- ✓ A short sentence relating to the pupil's 'learning targets' should be included for Literacy and N&M (non-jargonised).
- ✓ Further achievements in school can also be shared. Pupils should be encouraged to share any piece of work or wider achievement that they are proud of. These additional pieces do not require the same level of teacher engagement in terms of pupil 'learning targets'. Indeed, a communication does not even have to include a photograph etc, it could just say 'ask your child about our Science work today'
- ✓ Class Teachers must approve/authorise all new posts before anything is shared with parents and families
- ✓ Parents will be encouraged to discuss the evidence posted by their child(ren) using the acronym TAG:
 - **Tell me something you like**
Parent - 'I liked it when you used exciting vocabulary in your story'
 - **Ask a question**

Parent - 'How did you learn to simplify fractions?'

- Give a suggestion

Parent - 'I wonder if you re-read the passage before answering the questions then your answers might have included a little more detail.'