



## St James's Primary School and Nursery Unit

### Seesaw Policy

This Policy was formally agreed by the Principal and Governors of St James's Primary School and Nursery Unit on the 4<sup>th</sup> February 2021.

Signed *P. Cunningham* Principal

Signed *Joanne McDonnell* Chair of Governors

Dated 4<sup>th</sup> February 2021

Date of Review February 2023

## **Background**

Seesaw is an online platform used to promote pupil and parent engagement. Using Seesaw, children and teachers can record and share what is happening in the classroom. Seesaw gives children a place to document their learning, be creative and learn how to use technology. Each child gets their own journal and items will be added to it, like photos, videos, drawings or notes. Seesaw can also be used to communicate directly with children and parents. When necessary, it will be used to share work to enable children to continue to learn remotely.

## **Aims of Seesaw in St James's**

To establish more effective communication links with parents.

To share classroom successes.

To enable remote learning when necessary (please see Remote Learning Policy).

## **Expectations of Staff** (where teacher is mentioned this could be any member of staff)

- Teachers have been provided with a Seesaw 'classroom'. They are expected to download both the family codes and the child home learning codes and ensure that these are provided to parents.
- Teachers are expected to regularly encourage parents to join Seesaw using both Seesaw Class and Seesaw Family and to add new children to the class should they join throughout the year.
- Teachers are encouraged to post regular updates to their class page and daily posts are encouraged. Teachers need to be mindful that the posting of photographs, etc should not detract from quality engagement with the children and, where possible, children should be encouraged to post their own work to their journal.
- During remote learning, Seesaw will be used to share work with children. Children will be asked to return their work to their teacher for feedback and assessment. Teachers are required to present work in a variety of ways eg as activities, links to videos, etc and children should be encouraged to engage with the variety of Seesaw tools to respond to work eg leaving videos, audio comments, screen recordings, etc.
- To provide feedback on returned work within 24 hours (excluding weekends and holidays) and during normal teaching hours: 9.00am to 3.00pm unless the member of staff chooses otherwise.
- To reply to messages from children and parents/guardians within 24 hours (excluding weekends and holidays) and during normal teaching hours: 9.00am to 3.00pm unless the member of staff chooses otherwise.
- Staff should only be using SeeSaw on a school device.

## **Expectations of Children**

- Children should pass on the Seesaw invitations and any update letters when these are sent home.
- Encourage parents/guardians to check Seesaw regularly, especially if they know they have shared a special piece of work that day or know that important information may have been sent on Seesaw.
- Engage with learning opportunities provided on Seesaw.

- Only send messages and queries to their teacher that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly or which relate to their wellbeing.
- Work to complete tasks/activities set by their teacher either as part of homework or, if the need arises, as part of remote learning (see Remote Learning Policy).
- Record any video messages from a room in their home which is not a bedroom and wearing their normal day clothes (not pyjamas).
- Only access the material shared by their teacher and will ask for parental permission to use technology for anything beyond that.

### **Expectations of Parents/Guardians**

- Sign up to Seesaw when invited.
- Encourage their child to access and engage with Seesaw posts from their teacher.
- Do not screenshot or copy any information, messages or posts to share on social media or any platform outside of Seesaw.
- Ensure that if their child submits any video messages that these are recorded in a room in the home other than a bedroom and that their child is wearing their normal day clothes (no pyjamas).
- Remind their child to use the internet safely only accessing the platforms suggested by the school and/or any links provided by their child's teacher.
- Be considerate about the time and frequency of messages to the class teachers – teachers will not be able to respond during class teaching time or when not at work.
- Do not use Seesaw to inform school of pupil absence – this should be done through e-mail to the School Office.
- If you wish to speak with your child's teacher or the Vice Principal/Principal, please contact the school office.
- Contact the school office if you have an urgent message as we cannot guarantee the teacher will see the message straight away.

### **Teacher Response**

Please note that teachers may not read, reply to messages or respond to children's work outside of normal working hours. They are not required to respond out of hours, weekends and holidays but this is at the discretion of the teacher.

### **Homework**

Currently, in order to reduce the movement of materials between home and school and vice versa, homework is provided on Seesaw. An overview of the week's homework is provided at the start of the week and activities are scheduled daily.

**Monitoring of the Policy**

It is the responsibility of all members of staff who use Seesaw to ensure it is used according to this policy. Monitoring of the policy will be by staff, Principal and Governors at regular intervals to ensure the policy is being adhered to.