The Quinta Primary School
Seesaw Policy

- Everyday Excellence
- Authentic Care
- Independence
- Opportunity

Approved by:	SLT
Last reviewed on:	20.5.24
Next review due by:	July 2025

Changes since last review	
New Policy	

Vision

At The Quinta school our pupils use Seesaw to communicate and share ideas and information. Students develop an understanding of the context when communicating using ICT, including a sense of the audience. Seesaw is a parents' window into the classroom, showing what the children have been working on via photos, pieces of written work and videos. Teachers, pupils and parents can all give feedback on individual pieces of work. It is a powerful tool to strengthen home-school links. Portfolios will follow students for their entire time at The Quinta school so it's really interesting to track progress over time, but also to look back and see how pupils have blossomed!

Aims of the policy

This document will outline what you can expect from our child – teacher – parent communication platform.

What is seesaw?

Seesaw is an app where the child, teacher and parent can share work and announcements in a safe, secure and private social network environment. Seesaw will provide a safe digital learning journal for the child to document their learning creatively by adding entries to it like photos, videos, drawings and notes to show others what they're doing in class. It creates a triangle of communication between parents, the teacher, but also, the child. And it does this all whilst showing how we can use technology in a safe, creative way.

How does seesaw work?

Seesaw is made up of 1 website (available on Windows or macOS with Chrome or Firefox) and 2 apps (available on iOS, Android, Chrome OS and tvOS): The FAMILY app: Allows parents, and anyone in the family, to access, like and comment on the child's Seesaw learning journal to interact and see what each child is learning and teacher are posting. Parents will receive a notification directly on their device whenever the teacher or child posts on the learning journal. The CLASS app: Allows the child and the teacher to post, like and comment to the learning journal

The Seesaw website: Is simply a Chrome or Firefox version of the app but note, parents will not receive direct notifications on these platforms.

Child Communication: Each child will create a post on their individual learning journal This post can be in the form of media like photograph(s), a video, an explanation drawing or a note showing and explaining what they are doing in class Family members who have access will receive a notification on their device to be alerted to a new post Teacher Communication.

The child's teacher will create posts containing learning updates. This post can be in the form of media like photograph(s) or a video showing and explaining what the lessons are focusing on that week. Private messages, such as announcements, can also be sent. Parents will receive a notification on their device to alert to a new post or message All communication is approved by the teacher to ensure that all users are using the platform responsibly. This creates a great conversation point if they are not by taking the time to explain to a child for example, why their post is not appropriate and how they could improve it.

Why are we communicating in this way?

As digital devices become more embedded in our lives, our children need to be aware how to use them responsibly, creatively and productively. This level of integration into our lives means that standalone Computing lessons are no longer sufficient or as effective at teaching children embedded digital citizenship. We only have to look at the state of comments on public platforms such as YouTube to know that there is a large amount of unawareness of how to talk to each other from behind a computer screen. By exposing our students to a safe, digital, social environment from the moment they start our school we are also exposing them to brand new learning of how to be better at screen relationships, communication and how to use technology responsibly – how to be the digital citizen of the future that the world so desperately needs.

How do you deal with feedback? How do you respond when you can't see how others react? Seesaw is designed to be child-led. This means that, as a school, we will actively encourage our children to take ownership of their work and share this with parents. Experience and research has even shown that the quality of children's work has increased when using sharing platforms such as this due to the child knowing there is an active audience. By all the participating members of Seesaw engaging in this, we can practice this vital way of communicating in a safe, moderated environment.

How does Seesaw know who to send my child's posts to?

Parents can sign-up for Seesaw in two ways: Through a QR code and Through a link
With the QR option, the code is uniquely generated by Seesaw to link to only the child's account. With the link option, parents will choose their child from the class list to only link to their learning journal. Each time a teacher or child posts, they are required to tag a student in that post. Sometimes it may be 1 child, sometimes a group and sometimes the whole class. Notifications will go to those parents whose child is tagged in the post.

Parent letter about seesaw

What will be shared with parents on seesaw?

What	Who	When	How
Maths work	The child	Daily	Photos, videos, activities
Whole class reading at school (What the focus is?)	The adult (KS1) The child (KS2)	Weekly (KS1) Weekly as a minimum (KS2) We do this daily in KS2	A picture of the text with the strategies practiced. Reading jotter
Reading fluency	The child	Weekly	A video of at least 2 minutes reading
Writing	The child	At the end of each unit (Complete Independent pieces only)	A photo of english book
PHSCE	The adult or child	Weekly as a minimum The focus outlined for parents or activities completed	A note or activity
Physical Education	The adult	Weekly	A photo, video or note about the skills covered
Science	The adult or child	Weekly as a minimum The focus outlined for parents or activities completed	A note or activity
Geography, History, R.E, Music, Science, Art, Engineering, Computing	The child	Weekly depending on the subject cycle	Photo, video, activity
Homework	The class teacher	Weekly	Note, slides or activities
Class Newsletter	Class teacher	Termly	PDF uploaded

What will be shared with parents on Seesaw in EYFS?

In our preschool and reception classes Seesaw is used as the learning journey. This refers to a collection of different documents collected by early years practitioners that provide a picture of a child's development under the areas of learning identified in the EYFS. They consist of photos, art-work, mark-making etc and should be interspersed with observations made by practitioners including notes of relevant conversations or comments made by the child. Practitioners match any observations to the EYFS curriculum guidance. The aim is to build a unique picture of what each child knows, feels and can do as well as his / her particular interests and learning style. This picture can then be used to pinpoint learning priorities and plan relevant and motivating learning experiences. Keeping track of when statements are achieved will help to identify evidence that needs to be targeted in an observation.
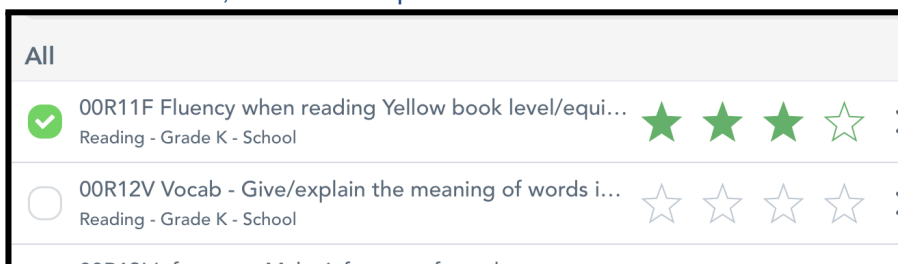
Where possible observations should be focused on children taking part in everyday activities. Evidence for achieving the EYFS statements are of things the children do always and naturally without prompting. Observations are analysed against the EYFS statements for all areas of learning and next steps identified. There is a good balance between child-initiated and adult-led activities as well as between spontaneous and planned activities. Talking to children about what they are learning and what they need to learn next helps to involve them in their own assessment.

A weekly note is sent home to let parents know the week's adult led activities and ways that they can help at home.

Skilling work (Tracking progress)

https://youtu.be/q0vqoSoguYk   How to skill work

With Seesaw skills, teachers keep track of the skills or standards students are working towards.

Once skills have been added to a class and tagged at least one skill to a post in the class, teachers can use the skills view.

On the top row, teachers will see all of the Skills that have been added to student posts. Down the first column, teachers will see all of your students' names.

The boxes show the number of posts that have been tagged with a skill and the colour indicates how many stars

have been assigned to the most recent post for that student tagged with that skill. Teachers can tap on that coloured box to view all of the posts tagged with that skill.

On the right side of skills view, teachers can filter by category, subject, student, or skill.

Families and students will NOT see the skills view, or which skills their children have been tagged in.

Independently completed work should be skilled in all subjects. This is work that meets or addresses a QES standard (Quinta Expected Standard) in that subject?

Expectations for teachers

Teachers will all have the same coloured folders to keep children's work in. There will be a consistency in the amount of work collected by all teaching staff. Teachers will encourage the children to take photographs of their work that is of a high expectation and can be read by the audience and is the correct orientation.. All work will be attached to a detailed activity or have a comment that explains what the post is all about, including the learning intention. Comments about work will be positive and encouraging with details about the next steps.

Expectations for parents

Parents should only use Seesaw to comment on or like their child's work. These comments should be positive ones with constructive feedback where necessary. Seesaw is not a parent communication tool for any other reason. Concerns over the child's academic progress or friendship concerns should not be addressed on seesaw. Seesaw is a positive platform where we share your child's achievements and learning journey. Please ensure that your comments follow this being mindful of the fact that your child (and other children) will be able to see what you write. If you have an issue or concern with any of the work or anything posted on Seesaw please speak to the class teacher either by phoning the office or emailing rather than raising it on a public platform.

Seesaw is not a messaging app. If you have a quick question or query you can of course ask it on the app for example clarifying something the teacher has written on a note to parents. However, if you need to have a conversation with your child's teacher please do so through calling the school or speaking to them at the door.

The triangle of communication is so vital and we know the power of parents' engagement with their child's learning. We expect our parents to engage with their child's learning either through liking or commenting in some way.

Frequently asked questions

What and how should parents respond to their child's post?
There are two ways parents can respond to their child's post: Like and Comment
How often they do this is up to them. There will be times when it is appropriate to simply like a post to acknowledge to the child they have seen their work. Other times parents may want to: Ask questions that challenge their learning, Give constructive feedback, Provide an 'even better if' comment

What if the child is not engaging with Seesaw?
The staff will actively encourage children to share their learning on Seesaw. Parents can use such an opportunity to discuss with children reasons why they may not want to share posts and how they can be supported. The digital version of stage fright does exist and this is one of the reasons Seesaw can be such a powerful discovery and learning tool.

Will Seesaw just be used for sharing one child's learning? No, in addition to the type of communication previously mentioned, Seesaw can be used in class through shared digital activities such as during Morning Activity. What about specialist lessons? Children are asked to take a class iPad with them to specialist lessons when appropriate so they are still able to share their learning with you in these lessons.

Who can see the child's posts? Only the teacher, Primary Leadership, family members who are linked to that child's learning journal and their fellow classmates will see your child's post. Journals are not public and never shared with 3rd parties. You can read more at Seesaw's Privacy Center. Comments and posts can only be deleted by the teacher or Primary Leadership Team and are irretrievable at this point. This will only be done however if there is an error to be corrected or a child protection issue.
The school reserves the right to remove any associated adult. This may be for any number of reasons but certainly where the school believes an adult may be at risk to children.

What happens to last year's posts?
All posts from the child's previous year will be archived on them moving up to the next year. These are then accessible through your app for parents or teachers to look back on the previous year's work.

Can parents opt-out?
Seesaw is the school's way of communicating the child's learning and the way the teacher will send announcements and reminders. Should parents not wish to use Seesaw, they will not receive these updates.

Where to get help

At The Quinta we believe that it is essential to work alongside parents to create the strongest possible team around the child and ensure we all pull in the same direction. Seesaw is our way of communicating as much as possible with parents and pupils. It is our digital learning platform which immediately links the child's work with the parent.

We have a number of Seesaw ambassadors in school who can help with any Seesaw issues but for any queries or concerns see your child's class teacher. **Seesaw Website.** **FAQs**