

Hamiltonsbawn Primary School



Use of Seesaw Policy

August 2020

Hamiltonsbawn Primary School - Seesaw Policy



Background

Seesaw is a digital classroom management tool designed to help our teachers communicate more effectively with parents. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class or whole school messages can be shared. It also allows teachers to share what the pupils have been up to in class, enables pupils to show-off their work and celebrates success.

Aims

To establish more effective communication links with parents.

To share classroom resources and successes.

Expectations for Staff

- Teachers are expected to create a Seesaw account for their class and also download the free app onto their school iPad.
- Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to join up- please remember to add children new to your class part way through the year.
- Teachers are encouraged to post updates on their class page- the amount is at their discretion, but should NOT post regular reminder posts about swimming/PE days etc. as pupils should be capable of remembering these themselves. You may wish to provide information about other important class events such as trips. In addition, celebrations of work should be shared either individually to parents or via the class page.
- All members of staff using Seesaw are asked to set a 'quiet hours' period on their page - this is where parents are informed that you may not read or reply to messages out of the designated hours. It is suggested that quiet hours are after 4.30pm - 8.30am and during school closures and weekends.
- It is advisable that staff use the app on their school iPad and not on their own mobile device but is at the teacher's discretion. Staff are asked to be mindful of the impact it may have on their own personal time if you do decide to have the app on your mobile device.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service.
- All users of Seesaw are to make themselves fully aware of any pupils who do not have permission to have their photographs shared on websites and social media from the school.

Expectations for children

- Children are expected to encourage their parents and carers to join Seesaw; they should pass on the invitations and any update letters when sent out.
- Encourage parents/carers to check Seesaw, especially if they know they have shared a special piece of work that day or know that important information may have gone out.

Expectations for parent/carers

- Sign up to Seesaw when invited
- Queries regarding children should be addressed by telephoning school and speaking to a teacher or to request an appointment with the teacher if unavailable at that time.
- **Do NOT use Seesaw to inform school of pupil absence – This should be done by telephoning the school office before 9am on the 1st day of a child's absence, followed by emailing the school office at: info@hamiltonsbawnps.hamiltonsbawn.ni.sch.uk on the day of the child's return to school (to include - child's name, date(s) of absence, reason for absence and signed by parent).**
- Be considerate about the time and frequency of messages as teachers will not be able to respond during class teaching time (8.30am – 2.45pm) or during 'quiet hours' (after 4.30pm – 8.30am Mon-Fri or over weekends/school closures)

We would still urge you to contact school **via the school office** if the message is urgent as we cannot guarantee the teacher will see the message straight away – most do not access the apps during the school day.

We ask that parents respect the staff work-life balance.

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.

Policy Written September 2020

Ratified by Board of Governors September 2020

Review Date: September 2021