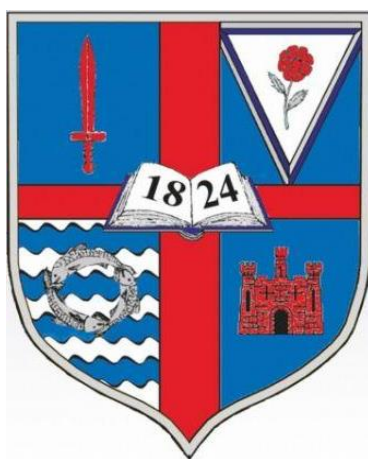


Macosquin Primary School



SEESAW POLICY

‘Together as a school family, we are committed to nurturing and **motivating** our children, enabling them to reach their full **potential** and **shine**- today and in the years ahead!’



At Macosquin Primary School we value effective and appropriate communication between home and school. Through using the Seesaw app within the classroom we create a snap-shot of the children's learning. Seesaw is a platform that allows schools and pupils to engage with parents and carers to create an online environment which:

- empowers pupils to take ownership of their learning and to reflect on their progress over time;
- inspires pupils to try their best by providing an audience for their work beyond the classroom;
- allows work to be completed and shared remotely;
- helps to showcase celebrations and achievements; and
- creates a meaningful home-school connection so that parents and carers can better support their child's learning.

Seesaw is a secure online journal where pupils can document and reflect on what they are learning in class using the Seesaw Class App. Pupils will be able to add work (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and these will be shared privately with parents to view and comment on throughout the school year. Parents will receive notifications about school events or important information so regular access to the Seesaw Family App is beneficial. Teachers may also use Seesaw to post homework notes, class news, celebrate achievements or the monthly news. Please note that Mrs Allen will also be assigned to every class journal for the purpose of posting whole school information.

Macosquin Primary School staff have the right to remove this line of communication for any parent/ carer who misuses the Seesaw App in an unprofessional manner. Everything posted on the app will always be approved by the class teacher before it is shared on the Seesaw Journal. Teachers will use the Seesaw Journal between the working hours of 8.30am – 4.00pm (Monday to Friday).

Under General Data Protection Regulation (GDPR), in order for a child to use Seesaw, Macosquin Primary School has to obtain your consent. Each teacher will send a family invite at the start of each academic year. You will provide your consent by joining the Seesaw Family App and creating an account for your child. The instructions will be provided on the invite page which is specific to your child. If you do not wish to use Seesaw, please inform your child's teacher using the Communication Chart outlined in this Policy.

Over time, Seesaw builds an organised, digital portfolio of each student's learning which is accessible on the app or website. It is not shared with anyone else as each child has their own individual unique journal.

Macosquin Primary School staff will not respond to external private messages from parents/ carers sent through Seesaw and this function has been disabled. All communication will be carried out via the school office. Please refer to our Communication Chart overleaf.

Communication Chart

The school secretary – Mrs Dunlop/ Mrs Leighton
Tel/ email: 02870344317 info@macosquinps.coleraine.ni.sch.uk



Your child's teacher
Tel/ email: 02870344317 info@macosquinps.coleraine.ni.sch.uk



Leadership Team: Mrs J. Montgomery (SENCo), Mr P. Grant, Mrs L. Pollock and Mrs C. Allen
Tel/ email: 02870344317 info@macosquinps.coleraine.ni.sch.uk



Senior Teacher and Pastoral Care Coordinator: Mrs C. Allen
Tel/ email: 02870344317 info@macosquinps.coleraine.ni.sch.uk



Principal: Mrs L. McElwee
Tel/ email: 02870344317 info@macosquinps.coleraine.ni.sch.uk

In the exception of a lockdown or if a class bubble is put into isolation, the school will use Seesaw as a means of communication with parents and the personal messaging will be enabled for that period only. In this case teachers may be contacted between 9am and 4pm (Monday to Friday).