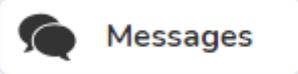


Hello and welcome to a new school year at West Winds Primary School!

At West Winds PS, we believe Seesaw is a valuable tool for home-school communication and we love to use it to share your child's achievements with you. Seesaw is a secure learning environment which empowers pupils to share their learning with their loved ones at home and allows families to connect more easily with the life of the school. Seesaw learning journals are private and your child's journal is only accessible to their teachers, your child themselves and those family members you have chosen to connect to your child's account using the Codes you were recently given.

*I would like to highlight some key symbols on Seesaw and ways you can communicate with staff and praise your child's work in their Seesaw Journal:*

	<p>Please click the  Like button beneath posts so that the teacher and your child know you have seen it. Children love to see that their family member has clicked  on their work – it really makes their day!</p>
	<p>Children love it when you comment on their work as they can see/hear how much you appreciate their efforts. Please click on  Comment and type in the box that appears or click on the  button at the end of the comment box to record a voice message for your child. Recording a voice message is a quick and easy way for you to send a comment so your child can hear you tell them how proud you are of their work.</p>
	<p>This button is found at the end of the comment box. Please click to send your comment for your child and/or their teacher to see. If you are commenting on a post that is only shared to your child's journal, your comments will only be seen/heard by you, your child, connected family members and your child's teachers. Please be mindful, however, that if the post you are commenting on has been shared to other children's journals and/or with the whole class then other people will see/hear your comment.</p>
	<p>You will find this button at the top of your screen beside your name. You should click here to message your child's teachers privately. Staff will respond to messages as quickly as possible but please be aware that teachers have teaching commitments during school hours so may not be able to respond immediately – please contact the School Office on 028 9181 5212 if the matter you are messaging about is urgent and needs dealt with quickly. Staff may not be able to respond to messages outside of school hours (8.30am – 4.00pm) but teachers will respond as soon as they can, once back in school. <b><i>Please ensure respectful language is used at all times in your communication with school staff.</i></b></p>

If you need any additional help with Seesaw, please speak to your child's teacher or contact school.

I am looking forward to seeing you use Seesaw to interact and engage with your children's learning this year.

Kind regards,

*Ms McCormick*

*Additional Learning Support Teacher and ICT Leader at West Winds Primary School*

Please read the next page which details our *West Winds Primary School's Acceptable Use of Seesaw Policy*



## **West Winds Primary School's** **Acceptable Use of Seesaw Policy**



At West Winds Primary School, we are always seeking to improve our methods of home-school communication. One of our options for communicating with parents/guardians of our pupils is via Seesaw.

Seesaw offers a secure learning environment where each child has a personal learning journal. It is through posting to this journal that staff at West Winds PS and our pupils can engage with parents/guardians to create an online learning environment which:

- empowers pupils to take ownership of their learning
- enables pupils to reflect upon their progress
- provides an audience for pupil work beyond the classroom which inspires them to try their best
- creates a meaningful home-school connection so parents/guardians can support their child's learning

Under GDPR West Winds Primary School will obtain parental/guardian consent for the use of Seesaw. Please rest assured that Seesaw has a thoroughly robust privacy policy and further information about this can be found at <http://web.Seesaw.me/privacy>. Seesaw journals are private and only accessible by the teacher, children and family members connected to each individual pupil via the Seesaw Home Learning and Family Codes issued from school. Teachers monitor all items which are uploaded by pupils.

We believe that Seesaw is an invaluable means of communication between families and school as it allows us to easily send important information to the whole class and to make contact with parents/guardians if a personal issue arises with their child. It also means that parents and carers are able to communicate directly with school staff.

In order to ensure this resource works efficiently for everyone concerned we have set out a few guidelines.

### **Teachers will use Seesaw at West Winds Primary School:**

- as a home learning tool to support and extend learning at home, e.g., spellings, reading, mental maths and other home learning tasks
- to showcase examples of learning within the classroom through photos and videos
- to provide class and year group information and celebrate pupil achievement
- to communicate with parents/guardians

### **We would request that parents/guardians/carers of our pupils:**

- check their Seesaw account regularly
- like and/or comment positively on their child's work frequently to encourage them
- contact the School Office on 028 9181 5212 if there are urgent messages for teachers/issues that need to be dealt with quickly
- be aware that teachers will endeavour to check their Seesaw account each day but will be working around their daily teaching commitments. Staff will not usually respond outside of school hours (8.30am-4pm)
- remember to use respectful language at all times when communicating with school staff