

**Colham —
— Manor**
Primary School
Aspire, Achieve, Thrive

Seesaw Policy

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Statement of intent

This Policy has been formulated to provide guidance for staff and parents around the use of the digital learning platform Seesaw. Due to the school closures brought about by the Covid-19 pandemic from March to June 2020 it became necessary for schools to provide materials for pupils to continue with their education outside of the normal classroom setting. Teachers were mindful of the need to select a platform which was user friendly for all stakeholders: pupils, parents and teachers. They also carefully considered the availability of technology within family homes and how this may impact upon the ability to access and complete tasks.

This document guides staff, volunteers and visitors on the policy and procedures surrounding Seesaw.

This policy will be adhered to at all times by staff, volunteers, visitors, pupils and parents. In order to ensure the utmost level of safety for pupils, staff members at the school have a duty to act in accordance with this policy and not share information with external agencies, other schools or individuals.

What is Seesaw?

Seesaw is an app where pupils, parents and teachers can share work and announcements/information in a safe, secure and private social network environment.

Seesaw also provides a safe digital learning 'Journal' in which children can document their learning by adding entries such as photographs, videos, drawings and notes to show what they are learning in class and at home as part of home learning activities or indeed 'Blended Learning'.

However, we are not utilising this feature of Seesaw yet, as we are phasing it across the school each year at a time. So far, EYFS - Y4 are accessing Seesaw.

Seesaw creates a triangle of communication between teachers, pupils and parents through the use of two apps/programs: Seesaw Class and Seesaw Family. ***Again, we are currently only using Seesaw Family, where Seesaw is used to communicate with parents/carers.***

Seesaw is a favoured app, encouraging digital citizenship by showing how technology can be used in a safe and creative way.

How does Seesaw work?

Seesaw is made up of one website and two apps.

The Class App (please note the school is not using this feature yet)

- Teacher posts work/activities for pupils to complete .



- Pupil posts work for their teacher to view or comment upon.
- Teacher and pupil can communicate through the app - the school can use this feature in the future to give feedback on home learning.
- Privacy settings can be adjusted to allow children to view their whole class' work or just their own personal work (default - personal work; whole class when needed for group work etc.)

The Family App

- Allows parents or those whose parents/guardians grant access to, to view the pupils work or journal
- Allows parents/guardians and teacher to communicate through a private messenger or mail
- Gives notifications when content has been added or commented upon in the class app

The Seesaw Website

- This is the website version of the two apps. If accessed via the pupil or teacher setting, this brings them to the class access, and from parent setting, to the Family side respectively.

Access to Seesaw is gained through unique passwords and QR codes which make it a secure platform for blended learning and communication with pupils and parents. The family app requires parents/guardians to provide an email address and to verify their identity through a secure link sent to this address.

How will Seesaw be used at Colham Manor Primary School?

Seesaw is a new feature in our teaching and learning toolkit here in Colham Manor Primary School and one which we expect to grow and evolve over time as our experience and knowledge develops.

Seesaw was first launched in EYFS, then KS1, and will continue to be used with each parent cohort signed up into the next academic years (e.g. moving up with KS2) so that parents become accustomed to a consistent approach in communication. Initially we envisage Seesaw to be used for the following purposes, however this is not an exhaustive list.

- Communication with parents/guardians surrounding important class announcements or information e.g. issuing reminders about special events, payment of trip money or school closures/holidays.
- Enhance pupil's ICT skills and engagement with technology through creating and showcasing work in a digital platform
- Provide a digital record of pupil's work over the course of a school year

Guidelines and Acceptable Use of Seesaw

There are a number of specific guidelines which should be adhered to by pupils, teachers and parents.

- Staff will only reply to 'messages' through the Family App within working hours of 8.00am to 4pm and will do so at their earliest convenience out of teaching hours/during non-teaching time, aiming to respond within 48 hours.
- Staff will use Seesaw via the schools provided devices and not through use of personal phones/devices.
- The use of Seesaw should be to capture 'WOW' moments as well as the everyday happenings of children's learning and development within the school setting, aiming for each child having a minimum of 2 uploads from school per week.
- All communication should be professional and correct titles should be used: teachers and parents should be referred to as Mr/Mrs/Miss/Ms and not using first names.
- **Seesaw will eventually be launched for home learning** - Pupils should be encouraged to complete tasks on Seesaw to the same standard as conventional/traditional classwork or homework tasks, evidencing completion of work through uploading a photo of their completed work.
- Whilst teachers can use Seesaw to send out general announcements to all parents, individual parent/teacher communication should still go through office@colham.org.
- Should a parent have any issues of complaints, they must continue to follow the Complaints Procedure as stated in the Complaints Policy and not via the Seesaw messaging service.
- All posts uploaded by parents should be reviewed by class teacher before being allowed to be published.
- Staff are recommended to make use of the Seesaw office hours tool, limiting notifications to be enabled between 8am-4pm, Monday-Friday only.

Confidentiality and child protection

The school will always prioritise the welfare of its pupils and this will remain the primary concern when investigating an allegation which has been made against a member of staff, and/or parent/carer.

All procedures related to Confidentiality and Child Protection must be followed as stated in the Staff & Volunteer Confidentiality Policy.

Sharing Information

The school will take the stance that all information about individual pupils is private and should only be shared with other professionals who have a legitimate need to know.

Under no circumstances will personal information about pupils, staff members or the school be passed on indiscriminately.

All procedures related to Sharing Information must be followed as stated in the Staff & Volunteer Confidentiality Policy.

Breaking Confidentiality

All procedures related to Breaking Confidentiality Information must be followed as stated in the Staff & Volunteer Confidentiality Policy.

Responsible use of ICT and technology

Every member of staff will adhere to the school's Safeguarding & Child Protection Policy, Code of Conduct Policy, and Filtering & Monitoring extract from the KCSIE/Keeping Children Safe in Education 2024 guidance, when using technology at all times.

Communication with pupils and parents will only take place through official school systems.

The headteacher and DSL/ Designated Safeguarding Lead will be informed immediately in the event of a data breach on any school device.

The use of any programmes or software that attempts to bypass filtering or security systems in place at the school is strictly prohibited.

As outlined in the school's Data Protection Policy, all staff members will understand that any staff or pupil data, which they have access to, will be kept private and confidential unless the sharing of information is deemed necessary as outlined above.

Management and security of school records

In line with the school's Records Management Policy, any staff member who is responsible for or has access to files, documents or data within the school's ICT infrastructure, database or other, is contractually obliged to maintain the security and management of such records which relate to:

- Pupils
- School management
- Finances
- Personal details of pupils or staff
- Information regarding progress and attainment which is not published on the school website

Maintaining confidentiality when staff leaves

The school expects the departing staff member to respect and maintain any confidential information once they have left the school's employment, as per the privacy and confidentiality terms within their contract of employment.

The school will delete the departing staff member from their Seesaw account and no access will be implemented imminently.

Monitoring and Review

This policy will be monitored for effectiveness by the headteacher and is reviewed every two years, or where necessary in light of changes to the law or statutory guidance.

All changes will be communicated to relevant stakeholders.

APPENDIX

Dear Parents/Carers,

Attached you will find your family invite to our parent communication app, 'Seesaw'. *(this is only when you are initially setting up a seesaw account).*

Seesaw is a digital app-based platform that allows pupils, teachers, and parents/guardians to complete and share classroom work. The app can be accessed via tablet or smartphone.

The Seesaw app was first launched in EYFS and has continued to be used with each cohort up to Year 4 now, to maintain a consistent approach to parent communication that parents are now familiar with.

The Seesaw school app will be used to create content that is automatically saved online within a personal profile. This can then be accessed by the teacher, via app or browser, to assess work from any location.

The **Seesaw Family app** is a separate app that parents/guardians can download and sign-up for and then have access to the child's continuing progress. Please use your individual QR code to access this after downloading the app.

Seesaw also supports translation, allowing it to be used by children and families who speak multiple languages. If the device language settings are different from the original message, for example, then the device will translate so the family receives the content in the language they're working with.

Teachers will regularly add work to Seesaw to share their learning with you. We'll also send important messages and reminders using Seesaw. When there are new posts or messages, you'll be notified and can see what's new!

Seesaw is private. You'll only see posts created by your child. Learn more about Seesaw's commitment to privacy at web.seesaw.me/privacy. There is a Family introduction video on the following website, please feel free to have a look! <https://web.seesaw.me/families>.

Please do not share any content on any other personal/public social media platforms; this is a breach of safeguarding and is not in agreement with the terms of the apps use.

Please ensure that any questions/concerns are emailed to office@colham.org, so that they are directed to the appropriate staff member and handled in a timely manner. This approach helps us maintain a more organised system, ensuring all questions are answered effectively.

To report your child's absence email attendance@colham.org

For catering enquiries email colhamcatering@colham.org

We look forward to sharing your child's learning with you!

Kind regards,

EYFS, Y1, Y2, Y3 & Y4 Team.

