



# Sacred Heart Primary School

## Seesaw Policy



The aim of this policy is to ensure that all staff, parents, carers and members of our school community understand how Seesaw will be used in our school to track individual learner's progress and achievement within a school session.

### What is Seesaw?

Seesaw is a secure online learning portfolio which is used to record photographs, videos, observations and comments of and about a pupil's learning. The system allows the school to share this information with parents, carers and families.

### Aim and purpose

Seesaw is used at Sacred Heart Primary School with the following aims and purposes:

- To give parents, carers and families regular updates about their child's progress and next steps in their learning.
- To support and encourage parents, carers and families to discuss their child's learning with them at home.
- To compile a record of learning that nursery practitioners, teachers, children and their parents and carers can use to reflect on an individual's achievements and next steps.

### Parental consent

We will ask parents and carers for permission to use Seesaw to track their child's achievements and next steps. We will also ask for permission to use a child's image or name in other children's learning portfolios. Sometimes a teacher will take a photograph of or record a comment about several children working together. We will not use photographs like this, or make comments like this, unless we have permission to do so from the parents or carers of all children involved.

### Privacy and access

Staff, parents and carers all have a secure log in to Seesaw. Parents and carers are issued a letter with a unique QR code to access the learning portfolio of their child.

Children's information will not be accessible by anyone without a log-in code.

Seesaw complies with the European Union General Data Protection Regulation ("GDPR").

Seesaw's privacy policy can be found at <https://web.seesaw.me/privacy-policy/>

## Seesaw at Sacred Heart

- Each pupil will have a minimum of one entry into their portfolio per week. This entry will be annotated and will show clear links to the relevant Experiences and Outcomes and benchmarks from the Curriculum for Excellence.
- Students will be given opportunities to upload their own entries into their portfolio when it is practical and appropriate to do so. There will also be opportunity for pupils to peer evaluate one another's learning on each other's portfolios.
- Parents and carers will have the opportunity to see regular updates of their child's learning in school. It is encouraged that parents and carers discuss any portfolio entries with their child at home.
- Parents and carers are also encouraged to comment on or like posts involving their child.
- Staff should only approve posts or comments from parents, carers or pupils in their own class.