



St Pius X RC Primary School
SeeSaw Policy

SeeSaw is to be used as our main communication tool to share in class and home learning with our families.

Beginning of Session:

- Children to be given family and class SeeSaw codes home at start of school year.
- Welcome post to be shared at the beginning of each session, to include:
 - Gym days
 - Reminder to name all items
 - Reminder to bring water bottle
 - Homework information
- All members of team to have access to class and be involved in posting where appropriate (e.g., class teacher, RCT teacher, Family Development Worker, HT, DHT, student teacher).
- Initial termly learning post to be shared. This should include details of planned learning in literacy, numeracy, HWB, RE and IDL. One or two bullet points per curricular area will suffice.

Throughout School Year:

- Staff to share 2-3 posts per child per week, these posts should include a variety of curricular areas.
- Termly learning posts to be shared at beginning of each new term.
- Homework to be posted via SeeSaw on a Friday to be completed by the following Friday. Homework to include numeracy, literacy and one other activity. Homework tasks can be completed on SeeSaw or on paper (jotter can be given on request) and a photograph uploaded. Homework can be acknowledged by a “like” or a short comment, but formal feedback is not necessary.

End of Session:

- Classes to be archived at the end of each school year.

Messenger Function:

- Parent/Carer messages to be replied to Monday-Friday between 8am and 4pm. Messages out with this time will be responded to the following day.
- Message function not to be used by parents/carers for reporting absence or communicating sensitive, personal or confidential information. School office to be contacted by telephone in these circumstances.
- Message function not to be used by school staff to share any incidents that a child has been involved in. This information should be passed to SLT who can contact parent via telephone if necessary.

- Standard response to families where message needs SLT attention:

“Thank you for your message. Please contact the School Office and ask to speak to a member of the Senior Leadership Team where someone will be able to help you.”