
SHELL COVE PUBLIC SCHOOL

Seesaw Expectations for Students, Teachers and Parents/Carers

PURPOSE

This document aims to establish expectations and guidelines regarding the Seesaw communication application used by teachers at Shell Cove Public School.

RATIONALE

Students capture their learning in any form

- Seesaw empowers students to share their learning journey with their family.
- This can be shown through photos, videos, drawings, text, PDFs, and links. They can also import directly from most popular apps, like Google apps.

Share Learning with Families

- Include families in the learning process by inviting them to view updates to their child's Seesaw journey.
- Each class teacher at Shell Cove Public School may choose to use elements of Seesaw to support their feedback to students and communication with parents/carers of students in their class. It is at the discretion of the teacher.

AIM

To provide all staff, students and parents/carers with clear guidelines on school expectations when using Seesaw.

IMPLEMENTATION

The following are expectations of staff and parents/carers at Shell Cove Public School.

TEACHERS

- Will use Seesaw as a communication tool between home and school. This will include reminders and short communication to individual families.
- Will inform parents/carers and students how they will be using Seesaw.
- Must ensure they have checked and certified that images containing any student in their class e.g. a whole class photo has 'permission to publish' approval.
- Will use Seesaw to collect student work samples and deliver effective feedback to students and parents/carers of children in their class.
- Utilise Seesaw to communicate homework tasks and 'At Home' learning requirements.
- May receive non-urgent messages from parents/carers that do not require an immediate response.

Seesaw will not be used for:

- Daily or extensive information or updates relating to child's progress. Any communication relating to this should be done either face to face or a phone interview.
- Instant return messaging of questions from parents. If there is a question that requires an immediate reply, parents are asked to phone the school directly and a return phone call will be made.
- Communicating concerns regarding learning or behaviour in the first instance.
- The only means of communication between teachers and parents/carers.

PARENTS/CAREGIVERS

- Be informed as to how your child's teacher is using Seesaw. Seek clarification from your child's teacher if you have any questions. This tool is used as a way to share the learning journey and strengthen home-school partnerships and we want it to be a positive experience.
- Respect a teacher's right to their own personal time outside school hours of 8:30am-3:30pm Monday to Friday and consider when you send a message, how many messages you send and when you expect a response from your child's teacher.
- Your child is important to us however, the class teacher has up to 30 students in their class. Please understand that the teacher may not respond to your message or may not respond on the same day. If you believe a response is required and it needs to be immediate, please phone the school directly on 4297 2247.
- If you have an important message or concern about your child, such as a family emergency or school pick up, please phone the school as your child's teacher may be away and the information will not be passed on.
- Do not communicate student absences via Seesaw.
- Daily or extensive updates will not be provided through Seesaw. We ask that you contact your child's teacher to arrange a face to face or phone interview at any time during the school year if you have concerns about your child or their learning.
- From time to time you may receive a photo or work sample or even activities your child is doing at school. Any image containing a student other than your own must not be published through any other social media site, e.g. Facebook, Instagram etc.
- All Seesaw use is at the teacher's discretion.

EXPECTATION OF COMMUNICATION BETWEEN TEACHERS AND PARENTS/CARERS

A schools operation hours are between 8:30am and 3:30pm. Your child's teacher is on class and explicitly teaching students most of this time. We would appreciate it if you follow these expectations for all electronic communication with all staff:

- Do not use Seesaw to send messages, pictures etc during class time. This is a time for explicit teaching and feedback for all students.
- If the teacher believes a message requires a response, this will be done when they are on RFF or between 8:30am-9:00am or 3:00pm- 3:30pm.
- A teacher may choose to use Seesaw to communicate to families outside of these hours however, this is an individual teacher's decision and is based on their family or personal circumstance.
- Messages sent to teachers outside school hours or on the weekend or holidays will not be responded to until the following work day.
- In all communication with staff, parents are expected to be respectful and abide by the expectations outlined in the NSW Department of Education 'School Community Charter.'

Seesaw Expectations for Students, Teachers and Parents/Carers reviewed: October 2021