



Castle Tower School

SeeSaw Policy

Date Ratified by Board of Governors	
Review Date	2027

Castle Tower School welcomes pupils aged 3-19 who face a wide range of barriers to learning. Educational opportunities are provided within our Nursery, Primary, Secondary and Post 16 departments.

Our Vision

Vision:

To be a leading light in special education through educating, nurturing and inspiring all our school community.

Mission:

Castle Tower School is committed to creating a community which:

- Ensures everyone is safe and included
- Always learns
- Promotes independence and resilience
- Celebrates achievements
- Looks forward with hope to the future

Everything we do is driven by our core values:

- Child-centred
- Nurturing
- Fun
- Team work
- Inclusive
- Independence

Our Ethos

Castle Tower strives to create a caring community in which every member feels valued, supported and happy. All staff work to maintain an ethos in which fairness, tolerance, compassion and forgiveness permeate all relationships within the school community. High standards of respect, self-discipline, commitment and sensitivity are sought and everyone is encouraged to set and achieve the highest personal, academic and social goals. The safety, welfare and development of everyone in our school community is of paramount importance to all staff and Governors.

At Castle Tower, there is continued development of the quality of the teaching and learning environment. Resources are used efficiently. Opportunities are created for learning in co-operative and interactive settings. Pupils are presented with challenging as well as stimulating teaching and learning opportunities. Staff at Castle Tower seek close working relationships with other providers and services throughout each stage of our pupil's education and through the transition stage to further education and life after school.

Rationale

Seesaw is a web-based platform which supports immediate communication between home and school.

Castle Tower School use Seesaw as our main tool for communication with parents/carers and encourages all parents to use it.

It is intended to be used for the following purposes:

- Strengthen connections between home and school.
- Keep parents updated about school events and activities.
- Parents sharing of information about their child.
- Communicate specific information about a child that day.
- Communicate progress over time and celebrate success
- Share examples of learning in school.
- Reminders to parents.

All communication through Seesaw must be courteous, considerate and respectful.

Senior Management Responsibilities

- Provide in-house training for staff on the use of Seesaw within the classroom.
- Include Seesaw Permission Form in new Induction pack.
- Seek annual permission to upload pupil images to their learning journals.
- Ensure that the Seesaw Policy is updated and available for staff, parents and carers.
- Ensure that all staff, parents and carers comply with the Seesaw Policy.
- Support parents in getting signed up with the seesaw app.

Staff Responsibilities

Staff are encouraged only to post or respond to seesaw messages within school hours 8.45 to 3.30pm, Monday to Friday.

School staff use Seesaw to publish items of the following nature to pupil journals:

- Examples of work.
- Collaborative group activities.
- Audio, video and photos of pupils in their educational setting.
- Announcements, updates and information on school events.

- Information regarding class timetables
- Information about the individual pupil on how they have presented (e.g., mood/behaviour/food intake).

Guidance for staff can be found in appendix 1

Parents and Carers Responsibilities

All those with parental responsibility can request to register for Seesaw communication.

Create a parent/carer account for your child, which allows access to their digital portfolio.

Parents can receive guidance on accessing the Seesaw tool at the beginning of the school year or ask for support through the class teacher.

We encourage parents and carers to use the comment tool within Seesaw to comment on their child's journal.

Parents can let us know any useful information about how the child is presenting e.g. has been awake since 3am, wouldn't eat any breakfast.

Parents can let us know reasons for absence or inform us of any appointments.

Do not share any Seesaw content on any social media platform as they do not have permission to do so.

Complete Annual permission and therefore agree to comply with the Seesaw Policy.

Parents can share QR codes with family and friends which they deem appropriate, but this is the parents' choice and responsibility.

Please appreciate that our classrooms are very busy, and it may not be possible for class staff to post daily. We would rather have class staff engaged with the children during class contact time than posting on Seesaw.

Staff will post within the following boundaries

Type of Post	Individual pupil/ group journal post (can be in the form of collage)	Messaging & reminders to parents as and when needed.
Maximum per week	5	
Minimum per week	1	

If a parent has a concern of any kind this is better addressed by a telephone call and in line with our Complaints Procedure policy.

Information regarding specific progress will be communicated through PLP, Parent teacher meetings and Annual Report.

Pupils may opt out of being included in group photos.

Urgent messages should be communicated through the office to ensure they have been received e.g. if there is a change of plan for pick up.

Please note that posts of a sensitive nature may be removed from the app and stored in our confidential safeguarding system to ensure confidentiality.

Appendix 1

Staff guidelines for Seesaw Communication

The primary purpose of seesaw is to offer an efficient and effective means of communication between home and school.

The information contained on Seesaw is confidential and should only be shared with those who need to know.

Staff should only use Seesaw on school devices. You should only send and respond to Seesaw messages within working hours.

If the class teacher is absent, Seesaw communication should be completed by the substitute teacher under the guidance of the key stage manager and supported by classroom staff.

If messages raise a safeguarding concern these should be uploaded to CPOMS, tagged as 'safeguarding', relevant staff alerted and removed from the Seesaw thread where appropriate.

Office staff have access to put on whole school messages or whole department messages.

Teachers should communicate with home on a regular basis. Photographs are a wonderful way of sharing pupils' learning, however, the process of capturing a photo and submitting it on Seesaw may not be practical every day for all teachers.

If sending photographs of individuals, all users of Seesaw are to make themselves fully aware of any pupils who do not have permission to have their photographs shared on the school website or app.

We want to ensure usage is consistent for pupils as they progress through school and to manage the expectations of parents on the level of communication they should expect.

Teachers should adhere to the boundaries set on posting stated earlier in this document.

Key points of guidance:

Use pupils' first names only.

Be aware of the need for confidentiality and ensure all relevant permissions are in place.

When sharing group photos note if there has been a child missing on a number of occasions this could raise parent concern. This also applies to school website posts.

Offer support to parents who may need help with the technology.

Use audio messaging for parents who may not be able to read.

Use translation function for newcomer families (i.e. where English is not the first language at home)

Bear in mind the risk of something in writing being taken the wrong way. Some communications are better made by a phone call or conversation in person.

If you are concerned about the nature or tone of a message from a parent, seek advice from your key stage manager. A phone call may help clarify.

Request information from parents when needed e.g. reason for absence.

If you are concerned that a parent is not engaging in communication through Seesaw inform your Key Stage Manager and log on CPOMS if applicable.

Respect pupil choice when taking photos and share any agreement with parent.

If a sub teacher is making a comment, please sign to indicate who is entering the comment.

NB. Permissions may be given for photos on Seesaw but not for Website/Facebook.