

St Francis Xavier Primary School

Seesaw Policy

Purpose:

At St Francis Xavier School, we aim to provide parents with real-time, multi-modal and accurate reflections of their child's learning progress. We encourage discussions between students, parents and teachers about their progress.



Implementation:

- Teaching staff set up a Seesaw class account and invite families to join each year. A hard copy will be sent out to parents.
- Parents use the Seesaw app on their chosen device to access their child's learning via the individual QR code. Parents will only have access to their child's journal/digital portfolio.
- Teachers enable likes by parents on posts.
- Teachers need to approve parental comments on posts before they become active.
- The ability of 'Sharing' will be disabled.
- Teachers post a learning sample once a week per child. Across the term, these posts will cover all areas of the curriculum.
- Prep classroom teacher will usually use a device to post on behalf of the students. In Year 1 -6 classroom teacher or students will access the App to post. All posts need to be approved by the teacher before being available for parents to access.

Guidelines For Teachers

Teachers Will...	Teachers Will Not...
<ul style="list-style-type: none"> ● Post a learning sample once a week per child ● As a team - discuss if you will post extra (e.g. excursions, Book Week, special events photos) ● Decide whether to have individual or group photos of students ● Have a checklist to ensure you have posted for each child ● Follow the schedule of curriculum area to post about, however what you post may look different for each student/each class. (E.g. Week 2 everyone needs to post an English Reading sample. Posts differ depending on the reading focus of that student group) ● Decide when and how they post across the week. (E.g. I could record at different times across the week and post all on Friday. Or, I could post for 5 students each day, etc.) ● Posts should be an accurate reflection of student ability in that moment. (You may need to add captions or explanations of tasks, or record the child explaining the task. This may not be required for all posts) ● In case of student absence, teachers will negotiate an appropriate outcome 	<ul style="list-style-type: none"> ● Have photos of students who do not have photo permission for the school and exclude them from group photos and/or individual photos (where a parent hasn't given consent to online photos) ● Learning samples do not have to be 'correct' or 'perfect' - they should be a true reflection. You may want to add a caption or comment explaining, e.g "Our focus for this activity was" "(child) was able to...but found it difficult to ..." ● Special day/excursion photos do not replace the 'learning sample' post for that week

Post Suggestions

Prep – Year Two	<ul style="list-style-type: none"> - Video of student during Guided Reading demonstrating a skill - Pictures of handwritten writing samples. You could record the student reading or explaining their work, or discuss editing or writing goal - Photos of students using hands-on materials to demonstrate their learning or a skill (e.g. making a number with bundles of icy pole sticks) Add caption to explain the task - Video sharing wonderings - Seesaw activities completed online
Three - Six	<ul style="list-style-type: none"> - Video of student during guided reading responding to a questions or prompts/comprehension - Students upload Google Doc of written work. Students could add a caption to explain the focus, goal or learning from this task. - Video or photo of student solving a math problem and explaining their thinking or reasoning - Video sharing wonderings - Seesaw activities completed online

Suggested Semester Schedule:

To begin the year and as an introduction to the Digital Portfolio, all students will in Term 1 Week 1 draw a Self Portrait of themselves.

Over each Semester, it is expected that all levels will post the following on Seesaw:
(Weekly posts must be consistent for the year level)

Work Sample	Amount of Samples
English: Writing	(x2)
Mathematics: Number and Algebra	(x2)
Inquiry/Religious Education	(x2)
English: Reading	(x2)
Mathematics: Measurement & Geometry	(x2)
Inquiry/Religious Education	(x2)
English	(x2)
Mathematics: Statistics & Probability	(x2)
Inquiry/Religious Education	(x2)
Reflection of Term's Learning	(x2)

Specialists	Amount of Samples per Term	When?
Discovery Centre Digital Technologies LOTE: Mandarin Physical Education Performing Arts STEM Visual Arts	(x2) for all Specialist Learning Areas	Week 5 and 10 of each term (or last week of term when term is shorter) This time frame can be negotiated per level, e.g. specialists may wish to upload for P-2 in weeks 4 and 8 and 3-6 Weeks 5 and 10.

This policy was last reviewed and ratified by SFX School Staff - March 2020