Children/Family Guide for SeeSaw

Seesaw is an app that allows teachers to set activities and tasks for children that can be completed at home. It is a safe space and follows all GDPR guidelines. We do ask, when your child interacts with the application, that no personal information is in view of the photograph/video. Children are however, allowed to post appropriate photographs of themselves completing tasks which have been set by their class teacher.

You can access Seesaw using laptops, iPads, tablets, iPhones and smart phones. Whichever tool you use, the features explained below will be the same but the layout of the site will look different. If you are unsure of how to navigate the site after reading this guidance, please contact a member of the school staff using the school email address: ha-enquiries@ipmat.co.uk

To access the site, you will be sent a 12-letter **HOME CODE** which you and your child will use to log in. This code will remain the same but is unique to each child.

Whilst school is open we will be adding a weekly task linked to 'Picture News' for you to complete. This is so we can all be using the app regularly in readiness for using it daily. If a class bubble or whole school closure occurred, we would be adding work daily alongside out 'Teams' registration and daily briefing. There is an expectation that activities are to be completed and evidence sent using the guidelines below.

Logging in using a laptop/internet webpage on a phone/tablet:

Google: Seesaw and then click 'login' or use this link: https://app.seesaw.me/#/login

Click "I'm a Student" and you will be presented with the screen below.

Type in the unique 12-letter HOME LEARNING CODE that you will have received and click go. This will log you into the child account where posts and activities can be viewed and completed.
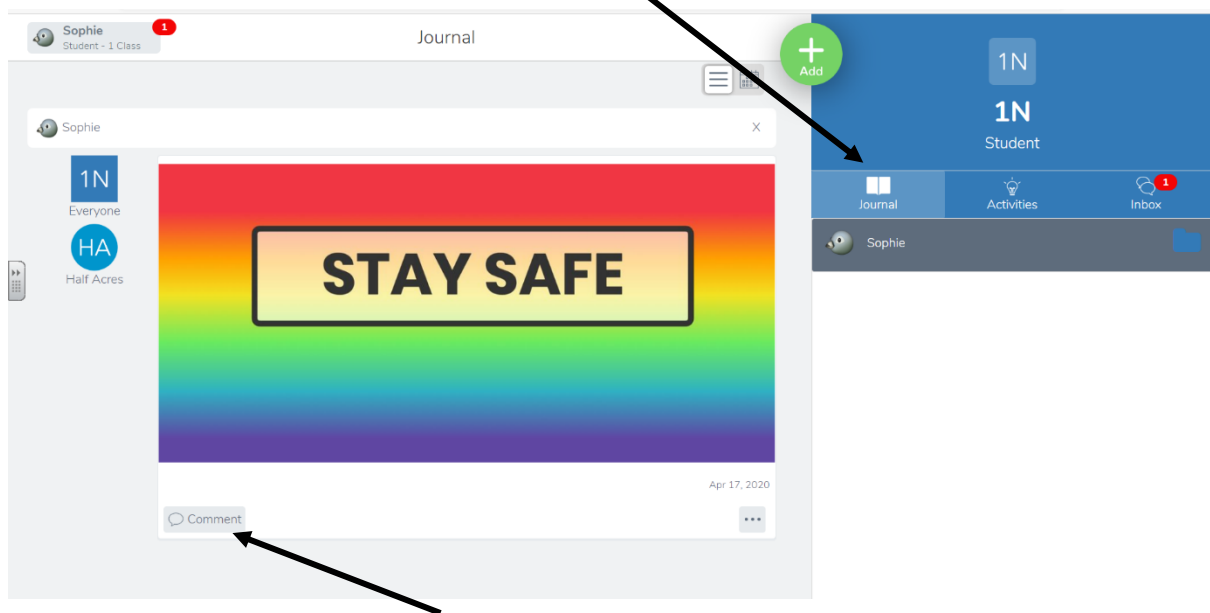
It is **strongly advised** that you download the 'Seesaw **CLASS**' app from the 'App Store' or 'Play Store' of your phone as this will make sending in evidence much easier. Ensure you download 'Seesaw Class' and not the 'Seesaw Parent and Family' app.

Once the app has been installed, launch it and click the "I'm a student" button and enter the 12-letter unique HOME LEARNING CODE that you have been sent.

Viewing Messages/posts in the JOURNAL

The class teacher may wish to send a video/photo to the children in their class. They may wish to post a 'check in' photograph, a recorded message saying hello or perhaps even reading a story. These can easily be viewed by clicking on the 'JOURNAL' tab on the screen where all posts can be scrolled through and watched.
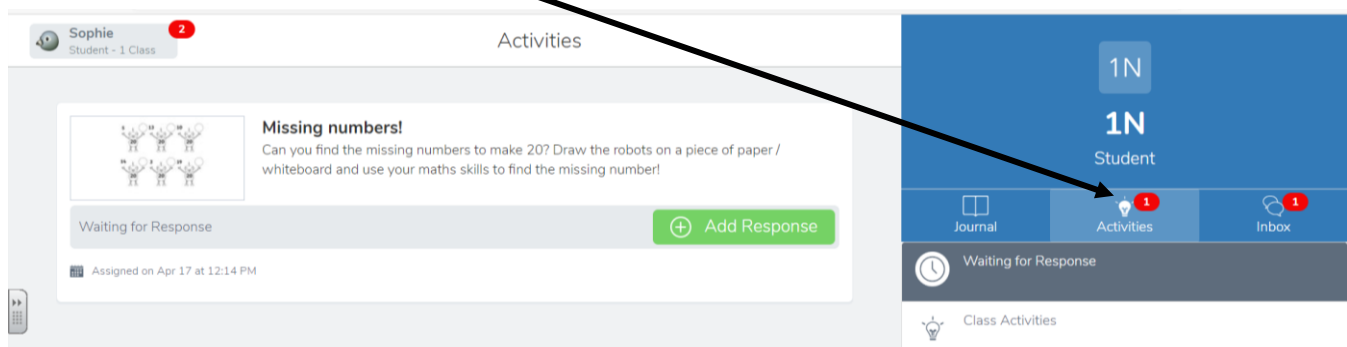

Children will also be able to click 'comment' to write a message back to their teacher. Once the teacher has approved the message, other children in the class who are commenting will see comments made by their peers.

Completing ACTIVITIES assigned by the class teacher

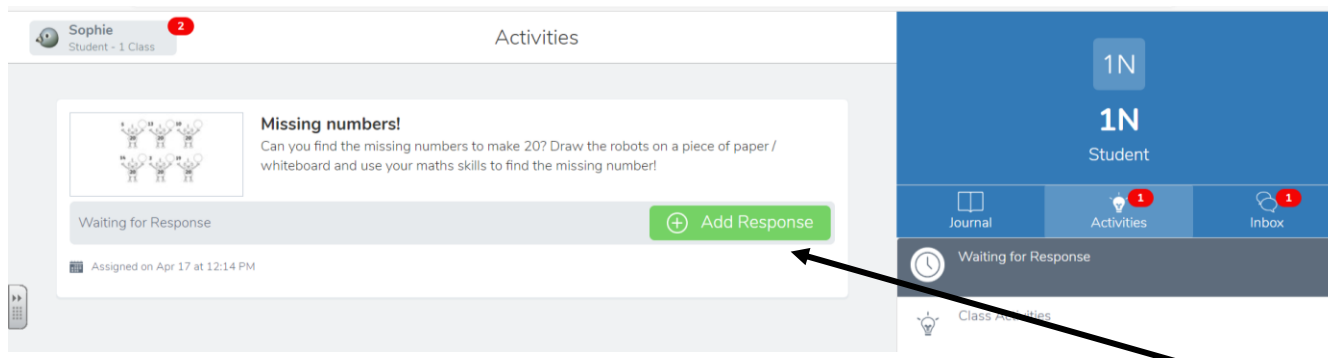The class teacher will have uploaded tasks to complete each day.

Use the 'ACTIVITIES' tab which you will find next to the 'journal' icon. This will show you the range of activities that have been set which are required to be completed.
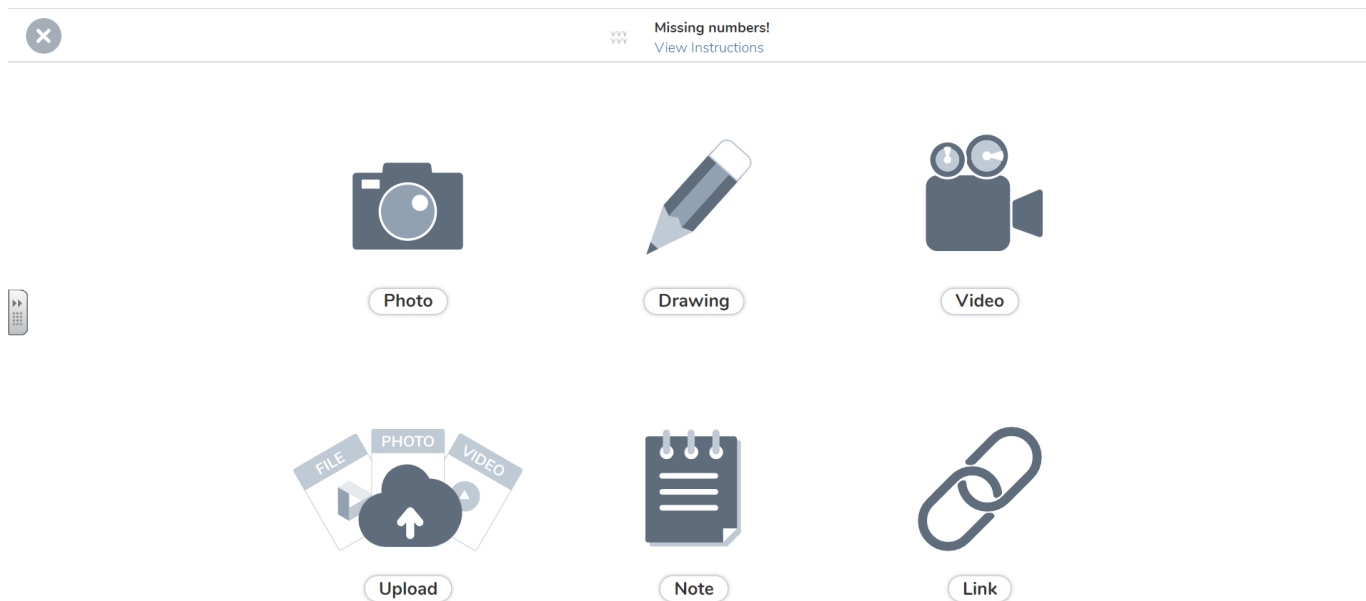
As the picture shows, an activity has been set which requires a 'response' (evidence of it being completed).

Read the task carefully, including any instructions that have been set. The class teacher may have included recorded instructions in the forms of videos or audio recordings. An overview will have been shared at the morning briefing.

The best way to complete the task is to use paper/pens at home and then send in a PHOTOGRAPH of the evidence for the class teacher to see. If the task, for example, is to help cook something in the kitchen, a VIDEO response can also be submitted. These are easy to achieve when using a smartphone but a webcam may be required if using a laptop.

Once children have completed the activity, and evidence is ready to be sent, click 'ADD RESPONSE'. You will be shown this screen.

This will allow evidence to be sent back to the class teacher, whether that be a drawing, photograph of work or a video of evidence. Once you are happy, click the 'GREEN TICK' button which will then send your evidence to the class teacher.

The class teacher will need to approve evidence before it is permanently uploaded to the application.

NOTE: It is **MUCH** easier to send in evidence using smartphones due to the camera/video being more easily accessible.

If you have any further questions regarding evidencing work from home, please contact the school team using ha-enquiries@ipmat.co.uk