A guide for parents and children

Seesaw is the main communication app that we use at Melton Primary School. Your child's teacher can send you photographs, videos, notes, links to websites, and can upload documents. This can be to show you the work your child has done or to set work and share important information.

There are two different ways to access Seesaw both as a parent and as a child, either using a laptop/ desktop computer, or through a phone or tablet by downloading the app.

Seesaw can be accessed by parents or by children, and each option looks rather different.

All comments, photos, videos and notes added by parents or children will need to be approved by the class teacher before they are published. This is to ensure that safe and appropriate content is published for others to view.

Parents Seesaw

You child's teacher will have set up a class account with your child's name. You will have received a seesaw invitation which will have had a code or a QR code for you to access. The invitation will have directed you to access Seesaw through laptop/ desktop, or by downloading the **Seesaw family** app.

Laptop/ desktop access – You will go on to the Seesaw website and there will be three choices. You are directed to click on the third choice which is **family member**. Here your computer will ask to access the camera so that you can scan the QR code. After that, your child's class teacher will approve your access and you will be able to view your child's journal and the messages sent to your inbox by the class teacher.

Phone/ tablet – Parents will need to download the seesaw app '**Seesaw family**', you will be asked to scan the QR code and enter an email address and password when creating your account.

What can parents do?

The Seesaw parents app does not allow as much freedom as the child account does. Parents can view their child's journal, which will be photos, videos, notes or documents that the teacher, or your child, have added. Parents can 'like' and add comments to the journals, but parents **can not** upload or add to the pupils journals. It is important to check before commenting, as some items added by teachers are sent to multiple/ whole class journals. This means that any comments made will be viewed by all other parents and children. Items added to just your child's journal mean only your child, the teacher and the parent can see the comments.

Parents can also access the inbox. This is where your child's teacher can send messages that can only be viewed by parents, and not the children. If you reply to the inbox message, only the parent and the teacher will see that message. This is the best way for parents to communicate with the teacher, rather than adding comments to the journal to communicate. Parents can upload photos and videos to the inbox, but teachers cannot then add these to the pupil journal.

Student Seesaw

The children can access Seesaw and have a lot more options to upload and comment. They can access in the same as parents, using computers or phones/ tablets. Your child's teacher can provide you with a student log in if you do not have one. Please message your child's teacher for this. They can then put the invitation on your child's journal for you to access.

Computers – Children will go to the seesaw website and select the second option to log in as a student. Here they can enter the 12 letter code that was on their invitation. The children can then use Seesaw to share and upload work, photos, videos and notes. Much like the teacher does.

Phone/ tablet – The children will be directed on their invitation to download the '**Seesaw class**' app, not the '**family**' app like parents. The children can then scan the QR code from their invitation and can then access their journal.

What can children do? – The children can click on the green + sign, this will give them choices to take live photos or videos, or to upload photos and videos from their device (computer, phone, tablet). Children can also add 'notes' if they want to communicate with the class teacher.

When children upload to their journal, only the child, the class teacher and the child's family members using Seesaw can access the journal. No other pupils can see your child's journal. Any comments made on the journal by your child or family members will need to be approved by the class teacher before they are published.

Blogs – Your class teacher may introduce a blog. This is where the class teacher can share work from children's journals (with their permission) for all children to access. This has proven particularly popular so far with year 5 and 6 pupils, who enjoy looking at what their class mates have been doing, and sharing positive comments. If your child's teacher sets up a blog, their will share the link for the blog with you and both parents and children can view the class blog, and make comments.

Uploading work, photos, videos and notes – If you or your child want to upload work through the 'student account', you will need to click on the green + sign. This will give you options of what you can upload. Simply choose what you are uploading and click on the green tick in the top right corner. The item will be published once the teacher has approved the content. If your child's teacher has created a blog, and you and your child would like the file shared with the class, just press on the small globe image next to 'comments' and this will direct the teacher that you'd like it shared.

If you want to be able to upload your child's work, photos and videos during the home learning time, I would recommend downloading the Seesaw family app and the Seesaw class app, and being logged in on both accounts, so to have more access. This will be particularly helpful for parents of younger pupils. Older pupils should be able to access Seesaw themselves. If you have any questions, please message your child's teacher.