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Dear Primary 1 to Primary 7 Parent

Harding Memorial Primary School has decided to use the ICT programme “Seesaw” to help further develop the communication between School and Parents and Pupils during the 2020/2021 School Year. Seesaw is an educational platform that allows schools and pupils to engage with parents and carers to create an online environment which is intended to

- ✓ empower pupil to take ownership of their learning and to reflect on their progress over time.
- ✓ give pupils tools to show what they know in the way that works best for them.
- ✓ inspire pupils to try their best by providing an audience for their work beyond the classroom.
- ✓ create a meaningful home-school connection so that parents can better support their child’s learning.

As the current Department of Education Guidance (New School Day) has recommended that there be a restriction on moving items between Home and School – Seesaw will be used as the main digital service to send “Homework” for all Primary 1 – Primary 7 pupils during the 2020/2021 School Year.

Parents and Children will need to go to the seesaw website <https://web.seesaw.me>

Then please select the second option to log in as a student. **At this stage Children or Parents should enter the 16 letter code that was given out to all P1 – P7 Pupils this week.** The children can then use Seesaw to share and upload work, photos, videos and notes.

**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.

**Uploading work, photos, videos and notes** – When 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.

I appreciate that everyone is still adapting to this new way of learning. Please be patient as we navigate our way together through this and please do not become overwhelmed and we are happy to help you every step of the way. A Step by Step Information Guide is attached to this letter.

Mr Stephen Cumper  
Principal

## Seesaw user guide for children

Once you have successfully logged in you will arrive at the homepage/ dashboard for your class. It will show your class journal on the left and on the right you can find activities and your inbox.

There are 2 ways you can upload your work to Seesaw.

1. Post your work to the journal
2. Respond to an activity

### 1. Post your work to the journal

On your home page click on the green circle.



Follow the steps for your chosen work.



When you have posted your work you can comment underneath to write a message to your teacher explaining your work.

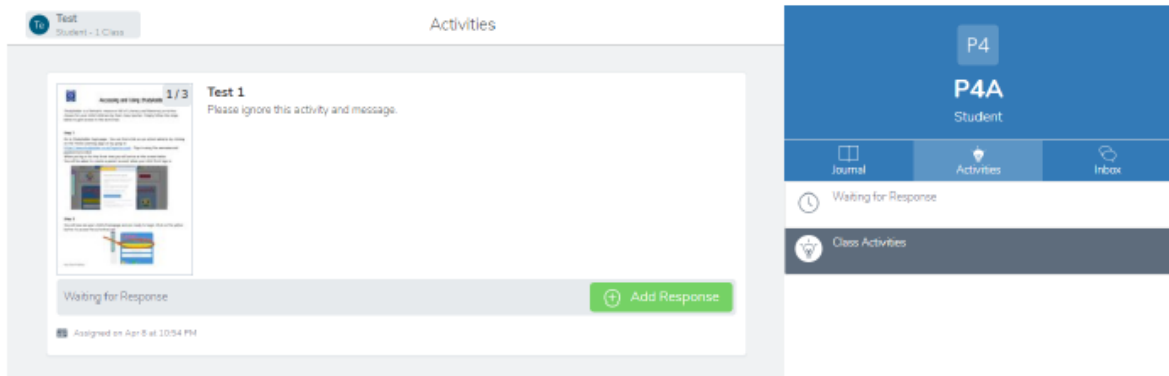


Your teacher will then need to approve your work. They can also 'like' it or leave you a comment.



## 2. Respond to an activity

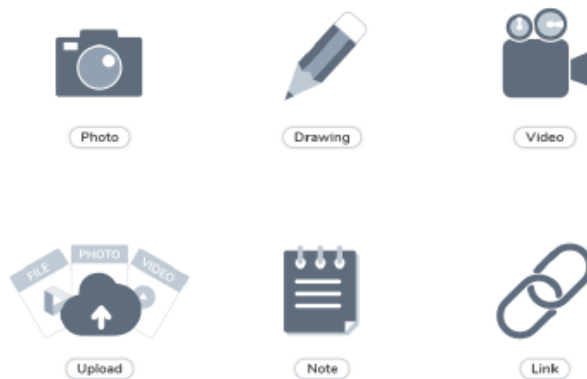
Click on the activities tab. Then choose an activity from the left.



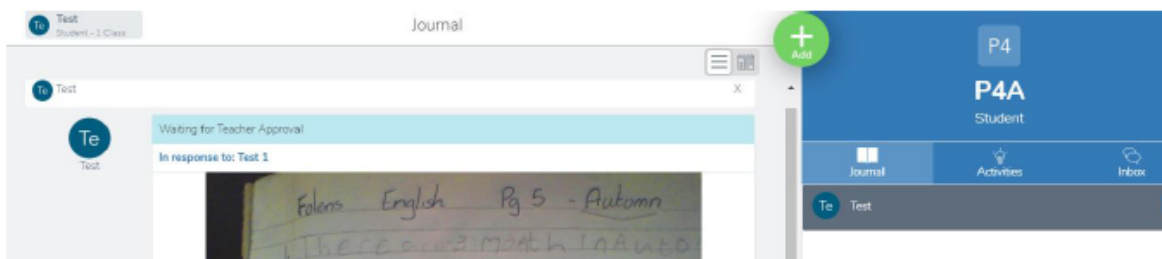
You can view the activity by clicking on it.

If you have completed the activity you can add a response to reply to your teacher with your completed work.

Choose which way you would like to post a response to your teacher.



When you have posted your response or work it will appear in the journal. It will need to be approved by your teacher.



You can comment under your post and explain it your teacher.



When your teacher has approved what you have posted they can like and comment under it.



A Seesaw Information Video For Students has been uploaded to the School Website [www.hardingmemorial.org.uk](http://www.hardingmemorial.org.uk)

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[Seesaw Student Information Video](#)  
(3rd Sep 2020, 5:43pm)

