Primate Dixon Primary School

Policy for the Appropriate use of Seesaw App

Policy & Practice

Reviewed
September 2026

At Primate Dixon Primary School, we believe that **every child is more than good enough**, and we are committed to celebrating each child's unique learning journey.

All policy statements and practices in our school are guided by our Mission Statement and aim to promote an inclusive, caring and high-quality educational experience for every child.

PRIMATE DIXON PS – MISSION STATEMENT

'EVERY CHILD IS MORE THAN GOOD ENOUGH'

In Primate Dixon Primary School we want to give every individual child opportunity to grow and develop to the best of their individual potential within a secure, caring, Catholic ethos.

We want to provide the very best primary education for every child in our school.

We want all our pupils to learn and grow to be the very best that they can be in every way.

We want our pupils to be confident and to know that they are always more than good enough.

We want our school to be a place where no one is left out and no one is left behind.

We want to ensure that there are no barriers to learning.

We aim for Best Practice in every part of our work.

We want to do this by working together in partnership – home, school and parish community.

Rationale

This policy explains the acceptable use of Seesaw relating to for staff, parents/carers and pupils at Primate Dixon PS and supports our commitment to strong, positive communication between home and school.

Our aim using Seesaw is –

- To strengthen the partnership between home and school through clear, consistent and encouraging communication.
- To share and celebrate pupils' achievements and learning with families.
- To increase efficiency of communication with parents/carers.

What is Seesaw?

Seesaw is provided as an online home-school communication platform for teachers and parents of pupils in Primate Dixon Specialist Provision Classes. Teachers use Seesaw to upload photos, videos, drawings, text, PDFs and links to share with parents/carers. Seesaw is available online and as an app.

The private message feature allows parents/carers to share important information with school. For more detailed conversations or queries, families are encouraged to contact the school office to ensure a timely and appropriate response.

To keep Seesaw focused on celebrating learning, we kindly ask families to share only school-related posts on the platform.

Seesaw will complement partnership between the home and school but does not replace this important relationship.

Role of Staff:

- Upload photos taken as a record of key learning points and activities that children take part in throughout the day.
- Highlight performances, sporting participation and school-organised trips.
- Communication with parents about in-school events using the 'Announcement' feature in the
- 'Messages' section when Parent Hub isn't available. Other aspects of the Messages system will be deactivated
- Encourage positive engagement from parents/carers through likes and comments.
- Teachers may use the 'out of office' option outside of the 9am- 3pm hours to alert parents that their message will be read the next working day.
- Will promptly inform the Principal or Vice Principal of any issues so they can be addressed.

Talking to Pupils About Photographs

All photos taken by staff must be in accordance with the Staff Code of Conduct, Safeguarding Policy, Acceptable use of IT, the internet and electronic communication policy.

Staff will not use personal devices.

Throughout the year, staff may take photographs to celebrate learning and capture memorable experiences.
At every age, staff should talk with children in age-appropriate ways regarding taking photographs. Children are supported to express their preferences, helping them develop confidence, autonomy and respect for personal boundaries.

Conclusion

Seesaw is a valuable tool that helps us celebrate the many wonderful things our pupils achieve each day.

By using it positively and respectfully, we strengthen the vital partnership between home, school and parish, ensuring every child feels valued, supported and more than good enough.