

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: ap-info@haap.org.uk.

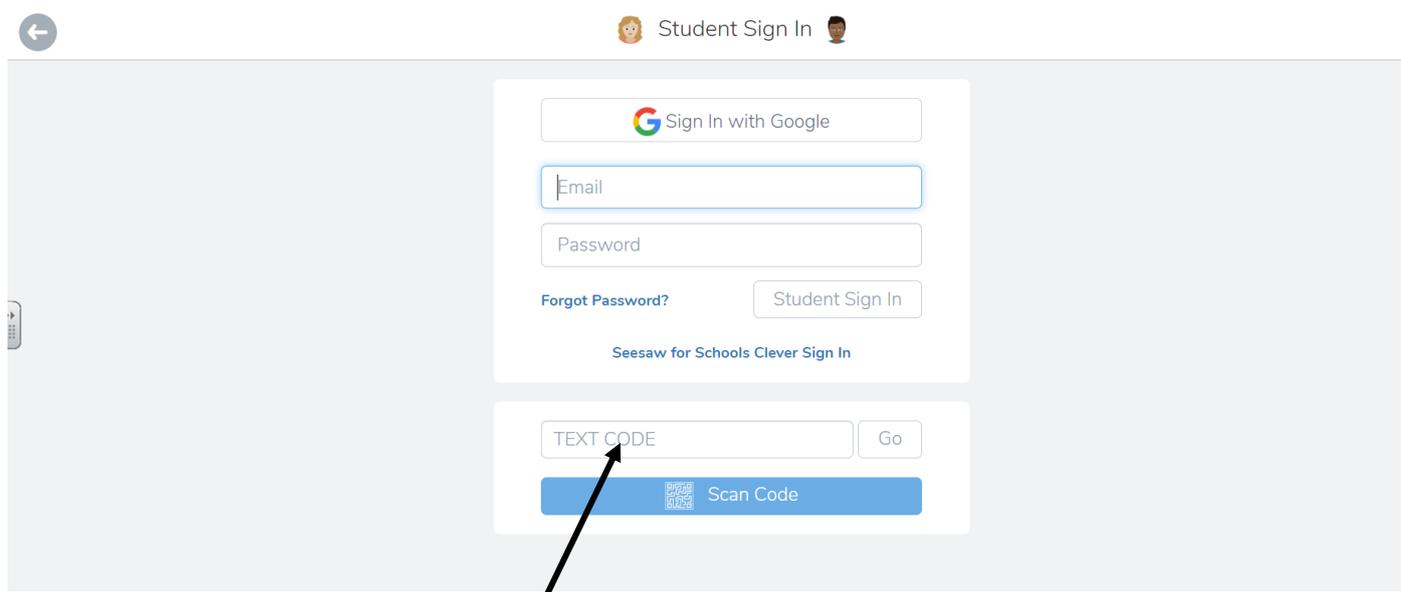
To access the site, you will be sent a 12-letter **HOME CODE** which you and your child will use to login whilst the school is closed. This code will remain the same but is unique to each child.

Check your SeeSaw app regularly as teachers will be uploading tasks and activities throughout the closures. We strongly encourage that activities are completed and that evidence is 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 been given by a member of the school staff and click go. This will log you into the child account where posts and activities can be viewed and completed.

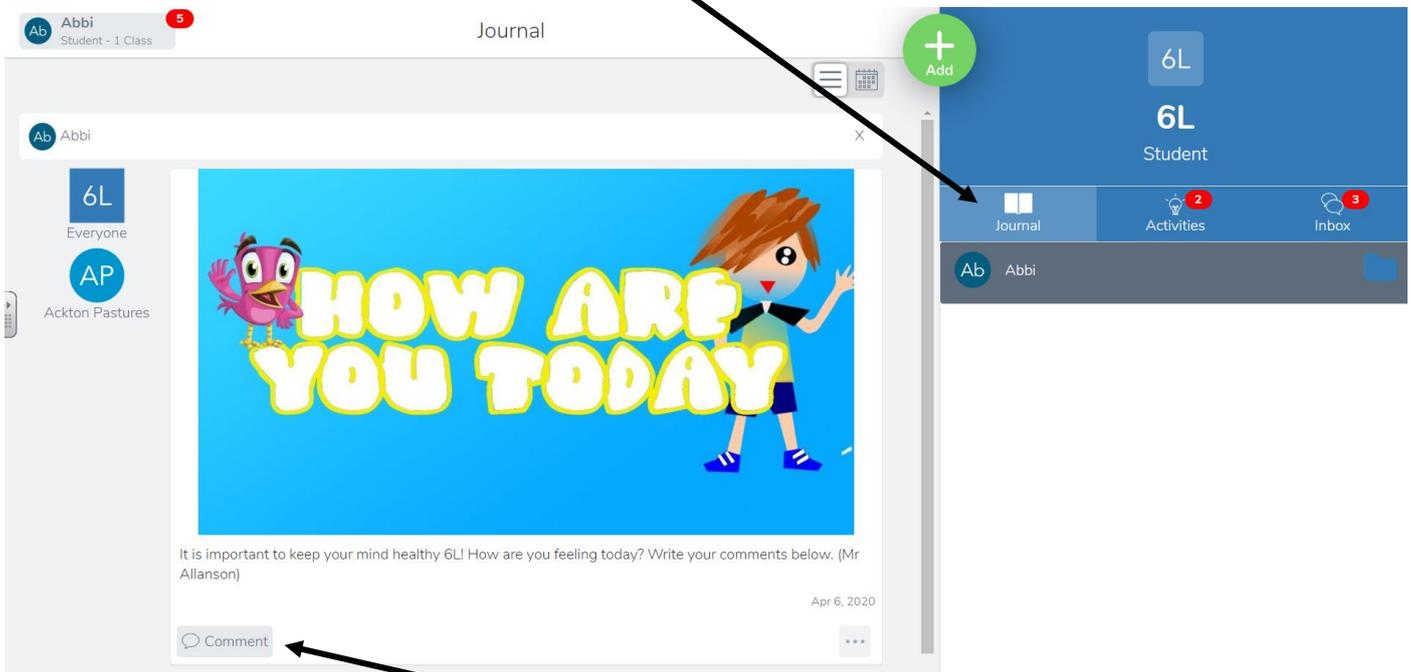
Logging in using the SeeSaw Class application on smartphones and tablets:

It is **strongly advised** that you download the 'SeeSaw **CLASS**' app from the 'App Store' or 'Play Store' of your phone or tablet as this will make sending in evidence much easier. Ensure you download 'SeeSaw Class' rather than 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.

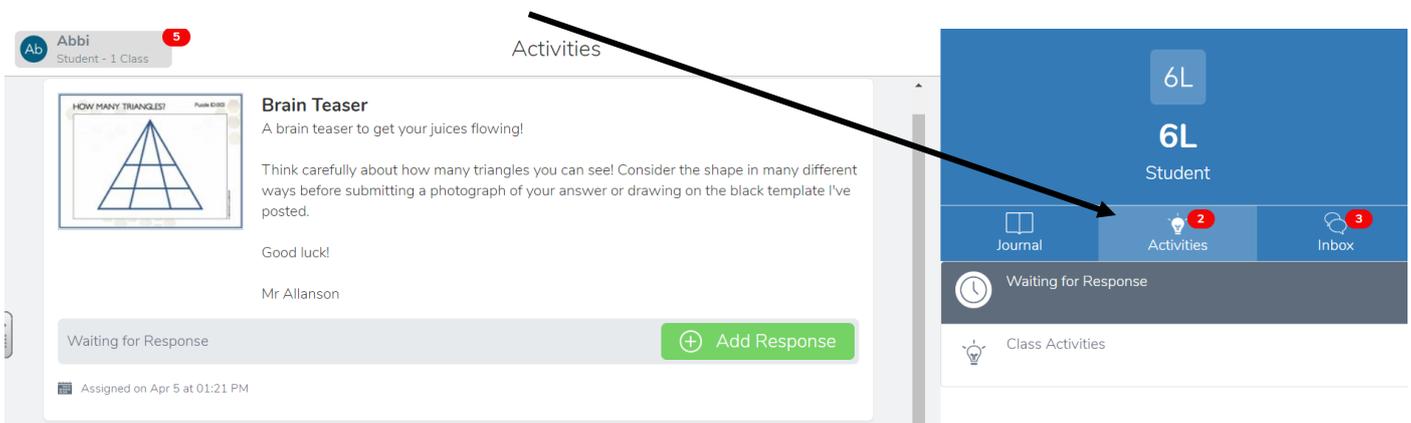


Children will also be able to click 'comment' to write a message back to their teacher. Once the teacher has approved the message, other children in the class who are commenting will see every comment made by their peers.

Completing **ACTIVITIES** assigned by the class teacher

Staff from across the academy will be uploading a variety of tasks for children to complete. These may range from a maths task, a brainteaser, a competition or something fun they would like children to have a go at.

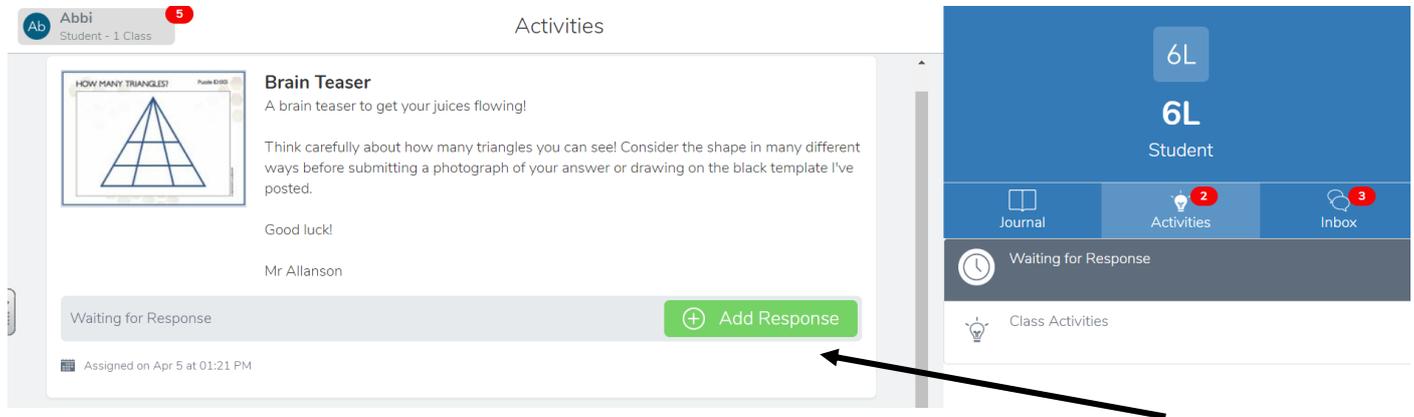
Use the 'ACTIVITIES' tab which you will find next to the 'journal' icon. This will show you the range of activities that have been set.



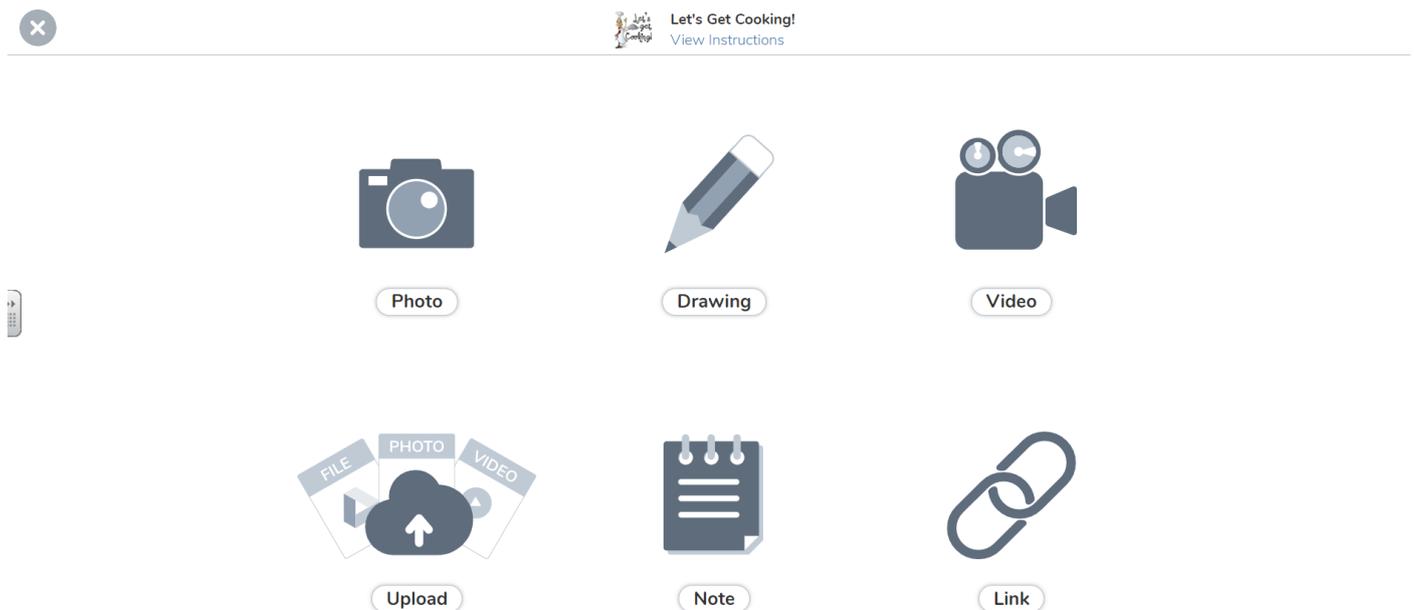
As the picture shows, an activity has been set which requires a 'response' (evidence of it being completed).

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.

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 or tablet 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'.



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 the appropriate method mentioned in the opening of this guidance.