



Wasleys Primary School

# Seesaw Guidelines



## **Rationale:**

Seesaw is a multi-modal tool that supports communication from school to home and allows parents and carers an insight into their child's learning journey at school. At Wasleys Primary School Seesaw is used for the class teacher to communicate to families and share school happenings.

## **Aim:**

To create a triangle of communication between parents, teachers and students. To engage our students in the respectful, safe and creative use of digital devices.

Seesaw requires an invitation link from the child's teacher in order to sign up. If the parent does not have an invite QR code link, they should contact their child/ren's teacher. For further support in using Seesaw at home please visit: Families: Get Started on Seesaw! – Seesaw Help Centre.

## **Guidelines for Teachers:**

- Staff will check messages Monday to Friday and will reply if required within 2-3 working days.
- With wellbeing in mind, staff are encouraged to respond to work-related communication at a reasonable time. There is no expectation to respond after 5:00 pm or on weekends.
- Staff will have notifications turned off outside of 8:00am to 5:00pm.

## **Guidelines for Parents/Caregivers:**

- It is important that communication between all parties is respectful and courteous at all times.
- To respect our teachers' work-life balance and wellbeing please make contact with teachers on weekdays during the school term via Seesaw Monday to Friday between 8.00am to 5.00pm.
- For urgent messages please contact the school office.
- Teachers will endeavour to respond to parent messages within 2-3 working days.
- The app is not for grievances or complaints – please refer to the Wasleys Primary School Complaints and Grievance Procedures and follow the recommended steps. Make a time to contact the person concerned to discuss the matter.
- Messages for students, early and late notifications need to be directed to the Front Office.
- Notify the school of student absence via Audiri App Absence form.

We look forward to working collaboratively with you.

**Policy created and approved June 2024 by Governing Council. Review date June 2025.**

Courtney Adams

Acting Principal

Wasleys Primary School

David Bywater

Chair Governing Council

Wasleys Primary School



Government of South Australia  
Department for Education

