Christ Church CofE Primary School
Showbie Policy

**1. Purpose**

The purpose of this policy is to set out the expectations for the use of Showbie at Christ Church CofE Primary School. Showbie is an essential digital tool that enhances teaching, learning and assessment, supporting pupils to become independent, creative and reflective learners.

**2. Overview**

This policy applies to all staff and pupils who use Showbie in any capacity within the school environment. It also covers:

- The organisation of digital learning materials
- Expectations for marking and feedback
- Safeguarding, data protection and image use
- Monitoring and professional development

**3. Rationale**

At Christ Church CofE Primary School, we believe technology should enhance, not replace, traditional learning. Our vision is to use technology as a tool to empower creativity, deepen understanding and raise standards.

Showbie provides an interactive platform for collaboration, creativity, and feedback. It allows pupils to demonstrate their learning in diverse ways and teachers to respond in real time, ensuring effective communication and personalised feedback.

**4. Roles and Responsibilities**

**Senior Leadership Team (SLT):**

- Ensure the policy is implemented consistently across the school.
- Provide resources and training for effective Showbie use.
- Monitor and evaluate impact on teaching and learning.

**Subject Leaders:**

- Set clear expectations for Showbie use within their subject.
- Support colleagues with examples of best practice.
- Monitor the quality and consistency of use.

**Teachers:**

- Plan meaningful opportunities to use Showbie where it enhances learning.
- Ensure Showbie tasks are well organised and clearly labelled.
- Mark and respond to pupil work using appropriate feedback methods.
- Maintain high standards of presentation and digital conduct.

**Pupils:**

- Use Showbie responsibly, following school expectations.
- Produce digital work to the same standard as written work.
- Respect the privacy of others and adhere to safeguarding rules.

**5. Organisation and Use**

- Each subject must use consistent folder colours to match physical books.
- Learning Objectives must form the name of folders.

- Archived assignments should be used to maintain organisation.
- Subject emojis must be consistent across the school.
- Tasks must clearly state the purpose and expected outcomes.

**6. Pedagogical Principles**

- Showbie should enhance learning, not duplicate written tasks.
- Learning must be accessible and adaptive for all pupils.
- Use of voice notes and media should support understanding.
- Teachers should plan for regular feedback loops within Showbie.
- Showbie should be used as a challenge tool as well as for support.

**7. Safeguarding and Data Protection**

- Photos and videos must only be used for educational purposes.
- Pupils without photo consent must not appear in any uploaded material.
- Personal data must never be stored or shared via Showbie.
- All use must comply with the school's Data Protection and Online Safety policies.

**8. Feedback and Assessment**

- Work submitted via Showbie must receive timely feedback (typed or audio).
- Feedback should be purposeful, constructive and accessible to pupils.
- Digital feedback should be evidenced in physical books using a Showbie sticker.
- Pupils should be given time to act upon feedback within lessons.

**9. Professional Development**

- Regular staff training will be provided to develop Showbie confidence and consistency.
- Teachers are expected to provide at least Showbie-based lesson per week.
- Staff should share examples of effective practice within teams and through staff meetings.

**10. Monitoring and Evaluation**

- Subject Leaders will monitor Showbie use during book and digital scrutiny cycles.
- SLT will review impact on pupil engagement and outcomes.
- The policy will be reviewed annually to ensure continued relevance and impact.

**11. Compliance**

Failure to adhere to the expectations in this policy may result in retraining or additional support being provided. Repeated non-compliance will be addressed in line with the school's staff code of conduct.

**12. Review**

This policy will be reviewed annually by the Senior Leadership Team in consultation with staff. Updates will reflect ongoing developments in technology, pedagogy, and school priorities.