



Online virtual parent & carer – teacher conferences Autumn 2020

Help on using Zoom – click here for information on how to use Zoom and join a meeting

<https://zoom.us/docs/doc/Education%20Guide%20-%20Getting%20Started%20on%20Zoom.pdf>

please contact our school at least a few days before if you are unsure or need any help at all.

Virtual meeting protocols & expectations for parents and carers.

- Test out your device and check you know how to join a Zoom meeting a few days before the meeting so that you don't have any difficulty and end up missing your appointment. (see above)
- Please locate yourself in a quiet space so that you and your child's teacher can talk and hear each other.
- Please aim to have the ten minutes free of other background distractions (e.g. younger children, pets, visitors etc)
- Your teacher will ask you at the start of the meeting if you have anything specific you would like to discuss. If not you will have an overall update on your child's progress so far.
- Be mindful of the 10 minute time, if you need longer please accept the invite to make an appointment for another meeting on a different date.
- The teacher reserves the right to remove you from a virtual meeting if they feel that your behaviour is offensive and they will report this to their senior leaders.
- Meetings will not be recorded.
- Parents and carers attending a group meeting will always start on mute to save background noise. Individual meetings will be unmuted.
- When joining a group meeting, videos will be on to start with and maybe switched off if it helps the speed of the connection once the member of staff has seen you have joined.
- Video will always be switched on for individual meetings.
- By joining the meeting you are agreeing to the above protocols.