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## **Online Parent Teacher Meeting Guidelines**

We have been advised that a key feature of running successful online parent/teacher meetings is that a consistent and uniform approach is adopted by all involved. With this in mind, and following consultation, we request that you adhere to the following guidelines:

- All meetings to take place **only** on the MS Teams platform and using the student's school email account and MS Teams.
- Each meeting should start at the agreed time. Parents are advised that the meeting **will not last more than five minutes**.
- The meetings are strictly confidential so recording, saving or capturing of any audio clips or video images is not permitted.
- The cameras must be turned on so that it is clear to both parties with whom they are speaking. Parents will be advised that if their camera is not on, or the teacher is unclear to whom they are speaking with, then the teacher will end the meeting.
- As formal a setting as possible should be used. Again if the teacher is unhappy with the setting they should end the meeting.
- Normal dignity and respect for all involved is expected.
- Parents are advised that teachers will stick to a pre-agreed structure for the meeting.

- Follow up meetings with the Year Head, Chaplain and/or School Management can be arranged if necessary but only by request.