**Parent/Teacher Meeting February 2022**

**Meeting Protocols for Parents/Guardians**

1. We are committed to working together in maintaining a workplace environment that encourages and supports the right to dignity at work. As stated in our school’s Acceptable Use Policy, any user of our school’s platform must not intentionally cause offence to another person and must demonstrate respectful etiquette at all times.
2. Parents/Guardians are invited to attend parent/Teacher meetings and are advised that due to the number of students in the year group and limitations of time on the day, each meeting with the teacher should take no longer than the 5 minutes allocated in rota.
3. We ask Parents’/Guardians to choose a quiet/neutral venue where they will not be disturbed for the duration of the meetings.
4. To help teachers identify you in the waiting room, ensure you are logged on with you child’s Gmail Account before you click into your 1st meeting.
5. Please turn on your camera and audio when you join the meeting.
6. Parent(s)/Guardian(s) attending the meeting should be identified at the start of the meeting and be visible on camera.
7. Parents are reminded that they are not permitted to record or take photographs of meetings or do nay recordings as this is a violation of our AUP.
8. Meetings will generally take the structure covers: student engagement, student progress and areas for improvement.