

Crana College

Online Parent-Teacher Meeting Guidelines

Introduction

This document was drawn up as a guide for staff and parents as we consider the necessity of hosting online virtual parent-teacher meetings. While this document is not a policy in of itself, it is an addendum to the school's Acceptable Use Policy and is informed by the school's Code of Behaviour, Data Protection and Child Protection policies.

The protection of all children, parents and staff members in our school, their personal private data, their physical and emotional wellbeing is of paramount importance and will serve as the basis for all such virtual meetings.

Due consideration should be given by parents and teachers prior to engaging in a virtual meeting within a school context. This list is just a sample of what should be considered. For the purpose of this document, it has been agreed and decided that Google Meet will be the chosen platform used in our school.

Guidelines

- 4 min meetings will be pre organised by the school with a given date and time. It is paramount that we all adhere to the 4min rule to ensure optimum meetings for both parents and teachers.
- The teacher will be the 'host' of such a meeting and will generate a link prior to the meeting, details of this link must not be shared with anyone other than those to whom the class teacher has invited.
- The rule superseding all else is one of mutual respect.
- **We ask that both parties keep the camera on**, unless otherwise agreed.
- The recording of such meetings will not be permitted.
- Photographs of meetings will not be permitted.
- The sharing of content in relation to such meetings on social media will not be permitted.
- All members of the meeting should be appropriately dressed for the meeting.
- Meetings should be conducted in appropriate settings in individual houses using a suitable background.
- Ideally parent -teacher meetings should be one to one. If other people are present, within the same room during the meeting, please let the other party be aware and wear earphones for privacy and optimum sound.
- The teacher or Parent may leave the meeting at any time should he/she deem anything inappropriate.
- When the parent teacher meeting conversation has ended the teacher will remove the parent from the meeting.