



## Parent and Carer Protocol – Microsoft Teams Appointments

You will soon be taking part in your second virtual parent and carer appointment. To help these meetings run smoothly, we have put together the following protocol. This clearly outlines what you can expect from our teachers, as well as what we ask of you when joining the meeting. Please make sure that you have read this protocol in advance of joining your meeting.

### What you can expect from our teaching staff

- You will always be invited to your meeting on time. Your meeting will finish promptly so that other parents and carers are not kept waiting.
- The teacher will have their camera and microphone turned on during the meeting.
- They will be dressed as if in school and will display a bank blurred background screen.
- There will be no background noise during the meeting.
- They will never be in a room at home where they or you can be overheard – your discussion will remain confidential to those present and on screen in the meeting.
- You will not be recorded unless you are specifically asked for a purpose agreed by both parties.

### What we expect from you

- Please be ready and waiting 5 minutes before your meeting start time and be ready when the teacher invites you into the meeting.
- Make sure you are seated in a safe and appropriate place and that you have chosen a background screen or blank wall as a backdrop.
- Make sure you are in a quiet place where you won't be disturbed and there is no background noise.
- Please dress appropriately as you would if you were attending school appointments.
- You must never record or take pictures or screenshots of any meeting either using Teams itself or any other recording device (including phones). It is against the law!
- Please keep your microphone and camera on throughout the duration of the meeting.
- Please make sure that you are in a room where you can't be overheard – your discussion must remain confidential to those present and on screen in the meeting.
- Parents and carers can decide whether or not they would like their child to attend the meeting and take part in the discussion.

*Please note, senior leaders will be 'popping in and out' of meetings throughout the duration of the scheduled appointments for monitoring purposes. If somebody joins you in the meeting, they will introduce themselves and then remain as an observer for the remainder of the meeting unless invited into the discussion by participants.*

