



Birch Hill Primary School

Protocol for online/virtual meetings (Parents)

In order to make online meetings comfortable, productive and as safe as possible for all participants, we are asking parents to observe the following guidelines.

- The purpose of the meeting is to give the teacher and the class an opportunity to stay in touch. It is not a teaching/learning session
- Please test the technology before the meeting so that you can join on time
- Make sure that the meeting is taking place in a quiet space of the house
- Please make sure a parent is in the room with your child during the meeting
- Other siblings are not in the room when the meeting is taking place
- Use video where possible so that participants can see each other
- During the meeting, please keep your device stable so that your image is not constantly moving around
- Encourage your child to listen and you put their hand up when they want to say something, waiting for the teacher to unmute them
- Encourage your child to join in, in an appropriate way (teachers have the ability to remove children from the meeting if necessary)
- Remember this meeting is for the child, so please do not ask the teacher anything about your child's education. If you need to speak to the teacher please email the school
- Please note that by entering the ID for the meeting, you are accepting that your image and your child's will be shared with others in the meeting
- Parents must not take photos or screenshots
- These meetings may be recorded for safeguarding reasons and if you attend the meeting you are agreeing for your child to be recorded