

Protocols for Parent/Teacher Meetings via Zoom/Phone

Via Zoom

- The email invitation that you receive with the link to the online meeting should not be forwarded to or shared with anyone
- Please ensure that your display name is correct when logging into the meeting, to facilitate admission from the waiting room
- The teacher will admit you to the meeting at the appropriate time
- Please be aware that your meeting will be one of a series of meetings that the teacher will have scheduled with parents that day and that adherence to the timeframe is important as a courtesy to all
- We would request that your camera is switched on to facilitate better interaction with the teacher
- The meetings must not be recorded by any of the participants
- It is important to ensure that your child is not in the room or able to overhear the online conversation with the teacher
- We are allocating a 10 minute period for each of the meetings

Via Phone

- The teacher will arrange a date and a time with you for the call
- Where two parents would like to participate in the call we suggest that you put your phone on speaker
- Please be aware that your meeting will be one of a series of calls that the teacher will have scheduled with parents that day and that adherence to the timeframe is important as a courtesy to all
- The meetings must not be recorded by any of the participants
- It is important to ensure that your child is not in the room or able to overhear the conversation with the teacher particularly if the phone is on speaker
- We are allocating a 10 minute period for each of the calls