

Hemsby Primary School Protocol for online/virtual meetings



In order to make online meetings comfortable, productive and as safe as possible for all participants, we are asking parents/carers 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 that a parent/carer is in the room with your child during the meeting
- Make sure all participants are suitably dressed (e.g. Not in pyjamas)
- Please make sure that other siblings are not in the room when the meeting is taking place
- Use video where possible so that participants can see each other
- Make sure you are on mute when you join the meeting
- During the meeting, please keep your device stable so that your image is not constantly moving around
- Encourage your child to listen and to 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 your 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 or communicate with them privately through Dojo or Tapestry
- If you or your child become unhappy with participating in the meeting you should leave immediately
- 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 and children must not take photos or screenshots of the meeting