

Protocol for Online Parent Consultations

The online platforms that we use are regarded as professional environments and therefore the high expectations set by the academy should be maintained by all staff and families and school policies will continue to apply. The expectations below are to ensure that meetings can take place in a safe and professional environment. If you have any concerns, these should be raised immediately with a member of the Academy's senior leadership team.

1. Parent consultation meetings will take place over Microsoft Teams. This is recognised as a secure platform suitable for this purpose. No other platforms will be used.
2. Links to Parent consultation meetings are solely for the use of parents/staff at WPA. Passwords and links for meetings must not be shared or forwarded on.
3. If you are having difficulty accessing a meeting, please contact the school office or class teacher. The class teacher will be able to reply and assist you when they have a free slot. We can always rearrange an appointment if there are connection issues over the telephone at another suitable time. Please do not worry.
4. Please make sure you click the link to attend the meeting at least five minutes before your allocated time. You will be held in the 'waiting room' until your meeting starts where you will then be admitted to the meeting by the class teacher.
5. Parents/carers are responsible for accessing the meetings using the information provided by the academy.
6. Parents/Carers/Teachers should participate in the meeting in a family room – bedrooms should be avoided and the background should be neutral e.g., avoid having lots of personal items on display behind you.
7. Parents/Carers should ensure that all members of the household are aware the meeting is taking place.
8. It may not always be appropriate for children to participate in consultations so please ensure they are out of earshot for confidential/sensitive discussions.
9. Parents/Carers and other members of the household must wear suitable clothing – no pyjamas or offensive slogans. Teachers will be in professional dress.
10. Parents joining a meeting will need to ensure that their current name is displayed. Teachers will not be able to admit people into meetings if they are unable to identify them.
11. Teachers will have their professional names displayed on the screen.
12. All school rules apply – no offensive language should be used, and everyone should behave respectfully. If behaviour is considered inappropriate, teachers may remove individuals from meetings. If this happens, details will be passed on to the Principal for follow up.



13. Parent consultation meetings will not be recorded unless this has been specifically requested and all parties give their agreement for this at the start of the meeting. Where meetings are recorded these will be solely for the use of the participants in the meeting with the agreement of all parties on the purpose and use.
14. Parent Consultations are 10-minute appointments and teachers have a lot of people to talk to. Please be mindful of this as staff will have to end the meeting after you're allocated time has finished to ensure we all remain on schedule.
15. If you think you need a longer appointment for a specific issue, please book this via the school office or through class dojo.