



ST PATRICK'S CATHOLIC PRIMARY SCHOOL **BIRSTALL**



COVID-19 Virtual Meetings Policy and Expectations

Aim: To enable contact between home and school as well as for the children to have contact with each other and their class teacher within class meetings during school closure only.

The following policy outlines the expectations of staff and parents/carers and pupils regarding the use of virtual meetings. Virtual meetings may be recorded and saved on the school drive for safeguarding reasons and may involve two school staff.

This policy will be shared with parents/carers of children taking part in any virtual meetings arranged by the school. Information and invites to the session will be to parent/carer email addresses (if parent only meeting) or the pupils school Microsoft 365 email address before the meeting is scheduled to take place. By allowing their child to take part, the parents are evidencing that they accept the school's virtual meetings policy and will follow the expectations and etiquette.

Staff

- To inform and share information to parents/carers regarding the time, date and meeting details to allow access via emailing the meeting details.
- Meeting information will never be shared with pupils without parent involvement.
- Lead teacher to be in control of meeting settings.
- Lead teacher to accept children to the virtual meeting via the 'waiting room'.
- Lead teachers to dress appropriately and use appropriate language as expected in school.
- Meeting details / passwords or links to only be shared with those who have given permission for their child and accepted the school policy.
- The virtual meeting may be recorded and stored safely on the school shared drive with restricted access by SLT only, for safeguarding reasons.
- Wherever possible, two members of staff will be involved with virtual meetings, for safeguarding.

To protect Parents/Carers and Pupils:

- By accessing the meeting details sent to parent/carer email addresses before the meeting is scheduled to take place, parents/carers acknowledge that they accept the school's Virtual Meetings policy, expectations and etiquette and then give permission for their child to take part in the call.
- Parents/Carers must read through and understand the expectations and etiquette with the children prior to the meeting, which are set out in the letter and on the policies and Coronavirus pages of the website. These expectations must be upheld throughout.
- Do not create or use an existing account for your child if using Zoom, this will make sure that your child cannot change any of our settings.
- Make sure the joining email is from Parent Mail (for parent only meetings) or the pupils school Microsoft 365 email - this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- We will try to have two adults on the meeting where possible and we would like parents to be in the same room when the meeting takes place.
- The virtual meeting may be recorded and stored safely on the school shared drive with restricted access by SLT only, for safeguarding.
- There should be no inappropriate content on any of our virtual meetings. Please contact the school if you are concerned about any of the content.
- All pupils to dress appropriately (not in their bed clothes) and use appropriate language as expected in school. Furthermore, pupils are to address peers as they would in school.
- Pupils are not to share personal information, take photos, screenshots, or share email addresses during virtual meetings.
- If necessary, lead teachers will remove pupils for disruptive or unacceptable behaviours during the meeting.
- It is the responsibility of parents/carers to supervise logging on and remain in the same room with their child throughout the meeting.
- Parents/carers and pupils must not share meeting details, passwords or links with others. If parents/carers misplace log in details, please ask school for a reminder and these will happily be given.

Virtual Meetings Expectations and Etiquette

BE READY: Gather any materials you need before the meeting. Make sure you go to the toilet before and have a drink ready if you feel you may need one.

STAY IN ONE PLACE: It may seem like a great time for a tour of your home or introducing pets but this is not appropriate in our meeting.

A QUIET SPOT: To avoid distraction for you and others please find a quiet place in your house – a parent must be in the room with you throughout the meeting.

BACKGROUND: Find a spot in your house with a simple background and good lighting. DO NOT use any other background during the meeting.

BE PRESENTABLE: Please take a few minutes to make yourself presentable – make sure you are dressed, have brushed your teeth and hair just like when you come to school.

BE ON TIME: Please make sure you are on time for the meeting as there is a time limit. Log in a few minutes early so you know everything is working and you will be in the “waiting room” ready for the lead teacher to admit you to the meeting.

BE RESPECTFUL: During our meetings you MUST act like you would in school – if there is something you know you would not do in school you do not do it during our meeting.

KNOW HOW TO MUTE: The mute button is your friend in virtual meetings. It can be useful if there is any other noise in your room. Please keep mute on until it is your turn to speak.

WAIT YOUR TURN: You will be expected to use your good manners as you do in school. You will need to raise your hand so it can be seen if you want the chance to speak. Your teacher will then invite you to speak.

MEETING DETAILS: Your teacher will send the meeting details to the parent/carer email or the pupil Microsoft 365 school email. You must NOT share this with anyone else – even other pupils in your class or our school. If they have lost the details or links they must contact school.