



Castledon School

Protocol for online/virtual meetings for parents/carers

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:

- 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
- Use video where possible so that participants can see each other
- During the meeting, please keep your device stable as possible
- Please note that by entering the ID for the meeting, you are accepting that the image of you and your child (if present) will be shared with others for the duration of the meeting
- Parents/carers must not take photos or screenshots

If a student wants to participate in the meeting

- Please make sure a parent is in the room with your child during the meeting
- Encourage your child to participate in an appropriate way

Dated: May 2021