



HARRIS ACADEMY VIRTUAL PARENTS' EVENINGS ACCEPTABLE USER POLICY 2021-22

1. Parents/Carers should log on and ensure that their microphone and camera are working at least five minutes before their appointments begin to ensure the smooth running of the evening and avoid losing any appointment time.
2. If a parent/carer is not present at the beginning of the appointment, the teacher will remain online to see if they arrive. We ask that you do the same in case there may be any technical difficulties at our end. The teacher will not remain online once your appointment time has lapsed.
3. All subject appointments will last for five minutes. You will see a countdown timer on screen and when this reaches zero the meeting will automatically end. Please note that this timing is set, and teachers have no option to extend the meeting time.
4. If your appointment naturally comes to an end before 5 minutes has passed either party may end the call early.
5. Conversations should focus on your young person, their engagement in learning their progress, their strengths, and areas for improvement (next steps).
6. Both teachers and parents will be expected to conduct the meeting in a professional, courteous, and respectful manner.
7. If any party is unhappy with the conduct of the meeting, they may end the call at any time, having informed the other party of their intention to do so.
8. Meetings must not be recorded.
9. Should a further parent/carer be unable to attend your virtual appointment alongside you in person, you can invite an additional parent/carer into each appointment. Both 'Main Contacts' in your young person's school record, have permissions to attend the same virtual appointment.
10. Should you have any concerns please contact your young person's Guidance Teacher to discuss.