



**OUR  
LADY'S  
SCHOOL**  
TERENURE



## **Remote Parent Teacher Meeting Protocols for All**

In Our Lady's School we are committed to working together to maintain a workplace environment that encourages and supports the right to dignity at work. As stated in our school's Acceptable Use Policy, users of our school's platform must not intentionally cause offence to another person and must demonstrate respectful etiquette at all times.

Parents are invited to attend the virtual 6th Year/Teacher Meeting with their daughter and are advised that meetings with individual teachers will be scheduled and can take no longer than **4 minutes, as per schedule**. Missed time slots cannot be redeemed later in the evening.

Parents & students are asked to choose a neutral, quiet venue with a suitable background where they will not be disturbed for the duration of the meeting.

Parents are to use their daughter's school Gmail account, with their daughter, to access the Meet links for each teacher at the allocated time. **Links are available on the same platform you used to book your appointment slots. Click on:**

<https://ptmorg.com/parentlogin.php?School=60860Q>

***You will need your daughter's VSware ID number to sign in, like the last time.***

Cameras must be switched on when you join the meeting. Please check your device for camera and microphone functionality before the meeting takes place.

Any persons attending the meeting should be identified at the start of the meeting and be visible to the camera.

When parents and students are attending meetings together, they must join the same meeting from one device. For security and privacy reasons, only one device will be permitted to join any individual meeting.

Students may not attend a meeting unless a parent is also present.

Parents are reminded that they are not permitted to record or take photographs of the meetings. Please feel free to take notes.

Meetings will follow a similar format: student engagement, student progress, areas for improvement.

Follow up calls can be made, where necessary, should 4 minutes prove insufficient for the issues under discussion.