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 1st Year Parent/Teacher Meeting on 1st March 2022 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 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 to access the Meet links for each teacher at the allocated time. **Links will be 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 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.

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 and are subject specific: student engagement, student progress, areas for improvement.

Please be advised that the meetings on your schedule have been allocated by the system, they cannot be adjusted or altered in any way.