

Kings Road CPS



Virtual Meetings Code of Conduct

Author	Leah Grimsley (Deputy Headteacher)
Date	30 th September 2020 <i>Updated 6/1/21</i>
Approved by	Darren Morgan (Headteacher)
Next review due by	September 2021

Excellence, in every area without compromise

Kings Road Primary School
Virtual Meetings
Code of Conduct for Parents and Children

Whilst our school is closed, teachers and teaching assistants will be using virtual meetings via Google Meet to offer opportunities for the children to meet with their class and teachers. Please be aware that this is a whole class meeting and everyone is invited to attend.

It is really important that we have a 'code of conduct' in place to ensure everyone stays safe and enjoys using Google Meet.

Please read the guidelines below and be aware that if you join a school organised virtual meeting, you are agreeing to abide by this code of conduct.

- ✓ Every meeting will be a private, password protected meeting. Do not publicise the meeting's link on any social media. This is a private meeting. The link to the meeting will be sent to you by your teacher and must not be shared with anyone else.
- ✓ Parents are responsible for supervising their child during the meeting and ensure their child follows the ground rules as explained by the teacher at the start of the meeting.
- ✓ Please ensure your child uses a recognisable username to join a meeting eg. their name and ensure that the camera is turned 'on'. Where a camera is not on, you will not be able to engage in the meeting. Please speak with the class teacher if you do not wish for your child's camera to be on to discuss.
- ✓ Virtual meetings must be held in a safe and appropriate place with no bedroom or inappropriate objects/information visible. Use a neutral background if unsure.
- ✓ Everyone must be appropriately dressed (no pyjamas!)
- ✓ No eating whilst taking part in a virtual meeting
- ✓ No recordings or screen captures must be made or shared outside of the meeting. The school has the right to record some meetings for school records and will not be reproduced for any other purpose.
- ✓ No recreation of any of our learning materials is permitted and must not be used for any other purpose.
- ✓ Please remain on mute until you are invited to speak. This is to ensure as little background noise as possible whilst learning is being explained and/or discussion is taking place.

- ✓ Be mindful of background noise when you are not on mute eg. other voices, tv's, general household noise. Find somewhere quiet to take part in the virtual meeting.
- ✓ Everyone attending the meeting must show kindness and good listening as well as sharing their ideas/experiences. Enjoy being together as a class.
- ✓ Remember to follow the expectations for behaviour we uphold at school and in accordance with our behaviour policy and ensure you do your best. Your teacher may put you on hold if they feel it appropriate to do so. This should be taken as a warning.
- ✓ The meeting is a time for the children to connect with each other and with their teacher/teaching assistant. We respectfully ask for parents to leave the 'teaching' to the staff.
- ✓ Parents are invited to attend but respectfully are asked to allow the children and the teaching staff to use the time to chat and talk to each other. If a parent has a question, this would be most appropriately addressed through the direct messaging function on Dojo.
- ✓ The chat function on Google meet can only be used during a meeting by pupils when invited to do so by their teacher when taking part in the virtual meeting. Do not attempt to use the chat function otherwise. Inappropriate use of the chat function will be dealt with seriously in accordance with our behaviour policy, acceptable use and Esafety policies.
- ✓ No other child from the family should be on the virtual meeting, only the child whose class is meeting should be present.
- ✓ For younger children who may not usually access virtual meetings via other platforms, we want to be really clear that this is a very special use of a virtual platform and is only being used as an extension to school during this school closure.
- ✓ This code of conduct is in addition to our Esafety and acceptable use policy. We will not tolerate any form of e-bullying or unkindness and we will take action, according to school policy should this arise.

By joining a school organised virtual meeting, you are agreeing to abide by this code of conduct.

Please be aware that whilst we have taken every measure we can to ensure the virtual meeting is as safe as it can be, parents must take responsibility for their children accessing this platform.