

Online Meeting Guidelines - School Cloud Parents Evening

Staff

- Staff will only use their Raynes Park High School approved accounts for use with the system
- Staff will not record meetings using personal equipment under any circumstances
- Social distancing measures will be in place if meetings to be shared with additional colleagues
- Staff will only hold meetings pre approved by the Head of Year/Assistant Headteacher with responsibility for the year group
- Staff will be on time for their appointments as they cannot be extended

Families

- Parents/Carers will not record meetings using personal equipment under any circumstances
- Parents/Carers will be on time for their appointments as they cannot be extended
- Parents/Carers are responsible for ensuring they make the call from a location in which they are comfortable with the people that may be around hearing their conversation e.g. not on public transport

Behaviour

- Appropriate language and professional conduct will be used at all times
- All participants should be appropriately dressed for a school event
- All participants should ensure that sensitive, confidential or personal items are not visible on the screen

Data Protection and Safeguarding

- All appointments will be managed by School Cloud Parents Evening System; this includes the date, time, length and parental attendance to appointments
- Appointments have appropriate privacy and safety settings to manage access which include:
 - Parent/carer access linked directly to their child's SIMS record
 - Messages cannot be sent between parents/carers and staff
 - A waiting room to ensure privacy between appointments
- Safeguarding concerns will be passed to Ms L Finan, Designated Safeguarding Lead, as per our Safeguarding Policy