

Deansfield Primary School

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Head of School: Clara Daly



Google Classroom Parent Meets

Protocols for teachers and parents

We are looking forward to our 'online' parents' meetings and want to make sure they are as useful as possible for families and teachers. With that in mind we have created the following protocols for everyone to ensure that you all have a smooth and positive experience. If there are hurdles that we have not expected, we will overcome them, and it will mean that next time we can run an even smoother process. We know that everyone will be supportive of this. As you would in school, you are very welcome to have your children join the meeting.

Timings- This is going to be really important, even more so than it is in normal parents' evenings. We will have people sat by their computers waiting for their appointment times without the usual books to look through. Each meeting duration is **10** minutes. If there are discussion points that will take longer, a subsequent telephone conversation can be arranged. Teachers will make sure they are keeping watch on time so that things do not overrun. We would ask parents to do the same.

Format- The reason for having this meeting earlier than we normally would is so that families can meet teachers. This meeting provides an important opportunity for the teachers to talk to families about how the children have settled in and for families to pass on information about their child which they feel it is important the teacher knows. The suggestion is that there is **5** minutes for each of those areas.

Safeguarding- As we did with 'google meets', we will record all the meetings to ensure that should any questions or allegations arise we are all protected. We want to remind you that this meeting is to talk about your child not anyone else's. All meetings are private between the families and the teachers. These meetings will be done in a private space where they cannot be overheard, and we would ask the same for those of you at home or in an office.

We really hope that this is a successful format which we can build upon as the year progresses. We will welcome any feedback that both teachers and parents have.

Clara Daly
Head of School



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