



# The Federation of West Leigh Infant School and Backwell C of E Junior School



[www.backwellfederation.co.uk](http://www.backwellfederation.co.uk)

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**Executive Headteacher: Mr Nick Webster**

## **School Guidance for Parents and Staff for Virtual Parent Consultations**

*Please read the guidance and expectations carefully to ensure virtual parents meetings run as smoothly as possible.*

We will, again, be using Microsoft Teams for our Parent meetings during Term 2. You will have the opportunity to request a timeslot on your given day and this will be confirmed via a reply slip from school.

At the time of your meeting, please click the link that you will be sent and you will be admitted to the meeting when the teacher is ready. Please leave the meeting at the end of your allotted 10 minute slot to allow the next meeting to take place.

### **School staff will:**

- Provide contact whilst against a neutral background.
- Wear suitable clothing
- Record the meeting so that if any issues were to arise, the video can be reviewed. These recordings will be held securely on the school network.
- Use professional and appropriate language.
- Mr Webster will be invited to attend all meetings.

### **Parents/Carers will:**

- Provide contact whilst against a neutral background.
- Read the guidance and expectations outlined and ensure these are adhered to when taking part in parent consultations.
- Wear suitable clothing.
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.
- Raise any concerns you have about any element of the session with the school as soon as possible.

