



Buckden Church of England Primary Academy

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Headteacher Miss A Anderson

Head of Lower School Mrs S Tarpey

Deputy Headteacher Mrs M Heather

Head of Upper School Miss L Fozzard

SENDCo/Assistant Headteacher Mrs R Bliss

School Business Manager Mrs H Triance

Buckden CE School (Academy Trust) Virtual Meeting Protocol – for Parents

Where the Academy decides that a meeting should take place using alternative arrangements such as online meetings and in order to make online meetings comfortable, productive and as safe as possible for all participants, we are asking parents to observe the following guidelines:

- All camera and audio must be turned on so that staff can ascertain they are talking to the correct people for safeguarding reasons
- All participants to receive clear instructions regarding how to access the meeting
- The purpose of the meeting is to give the teacher and the parents an opportunity to discuss the child in question.
- Please test the technology before the meeting so that you can join on time
- Make sure that the meeting is taking place in a quiet space of the house. Conversations should take place in appropriate rooms eg kitchen, lounge, study and not in a bedroom.
- All participants should be appropriately attired as they would be for a real life face to face meeting
- No conversations should be recorded other than the meeting recorded by the teacher
- As in real life, your son/daughter is welcome to attend
- Please try to be on time as the slot times are not flexible at all and will start/finish exactly on time
- The first 30 seconds of each conversation allows for a short break for the teacher who will initiate the conversation at some point when they are ready during this time
- At Buckden CE Academy we pride ourselves on the positive constructive relationships between staff and parents and it is important that this continues. Therefore, please note that in the extremely unlikely event of verbal abuse, staff will end the conversation and refer the matter to the Senior Leadership Team

By joining the meeting you are agreeing to all the terms and conditions set out above.

