# 6th Year/LCA 2 Parent/Teacher Meeting 14/12/21

# Meeting Protocols for Parents/Guardians

1. We at John the Baptist CS are committed to working together in maintaining a workplace environment that encourages and supports the right to dignity at work. As stated in our school’s Acceptable User Policy, any user of our school’s platform must not intentionally cause offence to another person and must demonstrate respectful etiquette at all times.
2. Parents/Guardians are invited to attend Parent/Teacher meetings and are advised that due to the number of students in the year group and limitations of time on the day, each meeting with a teacher should take no longer than the 5 minutes allocated in rota.
3. We ask Parents/Guardian to choose a quiet neutral venue where they will not be disturbed for the 2 hours duration of the meeting.
4. To help teachers identify you in the waiting room, ensure you are logged on with your child’s Microsoft Account, before you click into your 1st team meeting.
5. Please **turn on your camera and audio** when you join the meeting.
6. All persons attending the meeting should be identified at the start of the meeting and be visible to the camera.
7. Parents are reminded that they are not permitted to record or take photographs of meetings or do any recordings as this is a violation of our AUP.
8. Meetings will generally take the structure covering: Student engagement, student progress and areas for improvement.
9. If as a Parent/Guardian, you have any other issues to discuss, please email [info@johnthebaptistcs.ie](mailto:info@johnthebaptistcs.ie) following the meeting and the year head will contact you.
10. Thank you for your co-operation on what is a new style of parent teacher meeting being undertaken by the school due to the high incidence of COVID 19 in our community.