

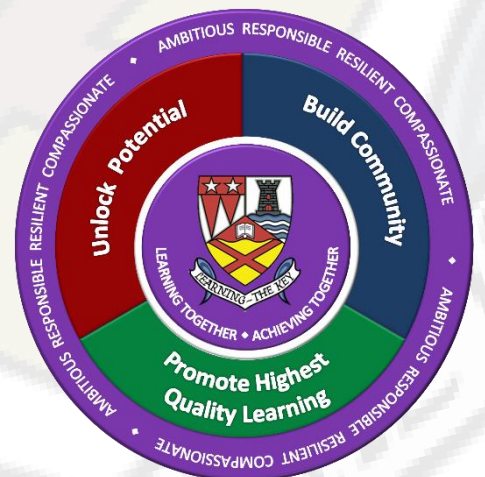


# KINROSS HIGH SCHOOL

LEARNING TOGETHER ♦ ACHIEVING TOGETHER

# PARENTS' EVENING ARRANGEMENTS

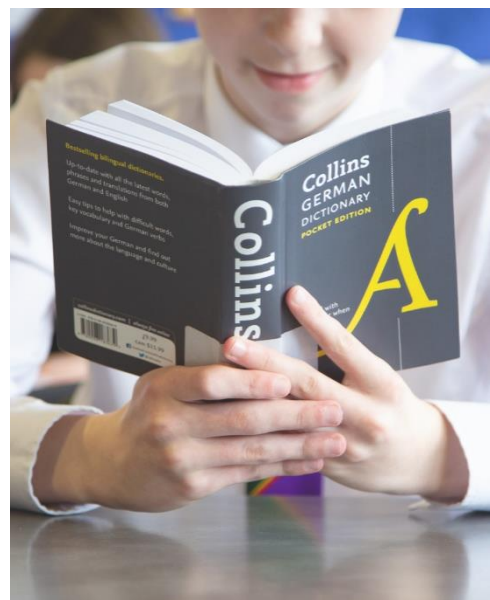
ONLINE MEETINGS 2020-21



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# BACKGROUND

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Parents' Evenings cannot take place in the school due to Covid-19 restrictions, therefore, meetings will take place online. Almost all teachers are now familiar with using Microsoft Teams and this is the platform we will use to host meetings with parents/carers.

Teachers will host meetings from their own classrooms unless self-isolating and/or working from home. If a member of staff is unable to complete the meetings in school, they will use the 'locker' style background on Teams.

# FORMAT OF MEETINGS

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Meetings will last for up to 5 minutes per pupil wherein the teacher will discuss your child's progress and next steps. You will then have an opportunity to ask questions.

Parents/carers will be muted at the beginning of the meeting in order to allow the teacher to introduce themselves and outline the pupils' progress. Parents/carers will be unmuted at the end of the meeting in order to ask questions.



# CONDUCT DURING MEETINGS

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Meetings will start at the allotted time. Therefore, if a parent/carer is late to the meeting, they may not get the full 5 minutes. Meetings will end after 5 minutes, if they have not naturally ended sooner.

Both parent/carer and teacher will always conduct themselves professionally during the meeting.

The following is a statement from Perth and Kinross Council about Parental Engagement Online Protocols:

*"Parents should be reminded that no part of the contact should be recorded, and that communication is appropriate and everyone feels comfortable with this approach to parental engagement."*

If there are concerns about the above protocol, the following will happen;

- There will be a statement of request to not repeat the behaviour (a warning)
- If there is further concern, the meeting will be terminated using the following language: "I am sorry, but I will need to end this meeting and refer the issue to a member of our Senior Leadership Team."
- A member of the Senior Leadership Team will follow up within 5 working days of the meeting

If there are concerns from any parent/carer, the following will happen;

- The parent/carer will ask for contact from a member of the Senior Leadership Team
- A member of the Senior Leadership Team will respond within 5 working days of the meeting

# FAQS

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## **What if the appointment is missed?**

If you miss an appointment, please email the relevant House Pupil Support Team inbox. We cannot offer another appointment with the teacher but may be able to provide some feedback via an alternative format.

If you are late for the meeting, but within the allotted 5-minute appointment, you will not get the full 5 minutes of feedback as there will be other parents/carers waiting for their appointment.

We hope the event will run to time, but if the teacher is running late, please remain in the lobby and you will be admitted when the teacher becomes available.

## **What happens if there is an IT problem?**

If the screen freezes or the connection is poor, please persevere and try to complete the meeting. If this is not possible, again please email the relevant HPST inbox and we will try to rearrange the appointment where possible.

If you are unable to access the meeting on first attempt, please try again. If you are still unable to access the meeting, please move to your next appointment and follow the procedure above for missed appointments.

## **What if we run out of time?**

The meeting will need to end in order to allow others to have their allotted time.

## **Do I have to see all teachers?**

Not at all. Please target those subjects and teachers you would most like to see and/or would have any concerns about.

## **How can I leave some feedback on how Digital Parents' Evening went for me?**

We'd appreciate if you could take a few minutes to complete our feedback survey which can be found at: [www.kinrosshighschool.org.uk/parents/parents-evenings](http://www.kinrosshighschool.org.uk/parents/parents-evenings)