



# Parent Learner Review Guidance

## Parent Learner Reviews: September 2020

There is no current statutory requirement to hold 'parent evenings', but at Ysgol y Ddraig we feel it is important for us to provide an opportunity for class teachers to host these initial online meetings with parents. Below are some etiquette tips for video conferencing with your child's class teacher. Please be appreciative that even though these meetings are online, the etiquette and approach should be similar to any face-to-face meetings. This is new to us all but as you can imagine, we have to follow guidelines regarding online meetings and acceptable use of technology in this way. The below points may be helpful to consider ahead of the meeting.

- € Due to the nature of the software we will be using and the need to organise meetings for all parents in a class, meetings will be exactly 10 minutes long. This is fully automated and at the end of 10 minutes the stream will automatically disconnect.
- € Please be punctual to avoid any disappointment in the reduction of your time with your child's class teacher. The system automatically starts your ten minute appointment time from the time the meeting has been booked and not from the time you connect online e.g. if you join the meeting 2 minutes later than the allotted time, there will only be 8 minutes remaining with your child's class teacher.
- € One thing we have learned during the past months is that something can go wrong at the very last minute or during online meetings. Therefore, we advise that you connect to the site a couple of minutes prior to the start time. In the event of any online challenges, we will endeavour to pick up the dialogue over the phone.
- € This meeting is an opportunity for you and your child's class teacher to have a brief discussion regarding your *child's wellbeing* and *settling* into school. During the next learner review meeting in January, the focus will be upon your child's learning and progress. If there is a need to have any further time, then you can discuss this with your child's class teacher and arrange this via the school office.
- € It may help to find a space / room which is quiet and free from distractions.
- € Headphones have proved useful for staff during our online meetings and may be preferable for you too.
- € Consider the number of people present at your side of the conversation. It can be difficult to hold an online conversation with more than 2 people present.
- € All meetings should be treated as strictly confidential and should not be streamed, posted or recorded by either party.
- € Please be appropriately dressed for the meeting.
- € All parties should remain respectful at all times.