



Lornshill Academy

Parents' evening protocols (Online)



<u>Online Parental Appointments</u>	Respect	Integrity	Compassion
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Rationale: As virtual parents' evenings are new to us we thought it important to establish some ground rules so that all participants are following the same protocol which should ensure everyone's wellbeing.

Lornshill Academy Protocols

- 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
- If you are using a device with apps such as FaceTime or WhatsApp to enable both families from different households to attend simultaneously please flag this up to the teacher as a matter of courtesy at the start of the conversation
- Both teachers and families have the choice of using audio or video
- As in real life, your child 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
- Lornshill Academy is often commended for the very positive, constructive relationships between staff and families 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.

Tips for troubleshooting

Staff have checked their devices work so all should be well at our end

Please **read the guide carefully** beforehand to ensure you are using a suitable browser

- Try logging on up to an hour before - if you can't see "Join Video Appointments" check as below
- **The same parent who made the appointments MUST be the one to log in as the appointments are linked to his/her details only and NOT to the other parent.**
- **Check the names match exactly what we have on the system**
- **Check the email address**
- Make sure your **camera and microphone and volume are fully enabled** in your settings and that you have allowed the system to access them

- Better sound is achieved if **only one person speaks (closely)** to the microphone at a time
- If one party loses connection please **just wait whilst they log in again** - you should be able to resume
- If there is a sound /display issue **try clicking the microphone/camera icon off and on again**
- If there is still an issue **try logging off and logging on again** or try another device
- **Keep an eye on your email/appointments** in case the teacher has a later slot they could book you into
- If possible **have a back up device ready** for you to log on and use
- We cannot do any more on the night so **please be forgiving in case of technical hitch**. We are doing our best to make contact at this difficult time. If you miss a conversation the teacher will drop you an email you in the next couple of days