



March 2023

Dear Parent/Carer,

**RE: Year 7 Virtual Parents' Evening Code of Conduct and follow up online survey**

Thank you for booking your appointments for the Year 7 Parents' Evening on Thursday 30th March 2023.

As the concept of a virtual parents' evening is relatively new, it is important to provide a code of conduct which ensures the evening operates successfully for all participants.

- An appropriate room, for example a kitchen, lounge or study, must be selected to hold a formal meeting. A bedroom or bathroom is not appropriate
- All attendees must be appropriately dressed for a formal meeting
- Recording of conversations is strictly prohibited
- The system allows parents from different locations to attend the meeting simultaneously by using separate devices. We politely request that on such occasions, parents/carers inform the teacher.
- Audio and video can be selected by parents and staff
- Students can accompany their parents/carers at the video meeting
- Please be punctual to your appointments. The timings are exact and there is no flexibility. All appointments will end automatically when the allocated 5 minutes has elapsed
- The first 30 seconds of each appointment allows for a short break for each teacher who will begin the conversation when they are ready during this time
- Carefully read the guide attached and ensure you are accessing a suitable browser
- Log into the system approximately one hour before the meeting and check appointment times
- Fully enable your camera and microphone volume. If you experience issues with the sound or screen, click the camera and microphone icons off and on again
- Logging on issues: only the parent who initially made the appointments can log in to access the account. Therefore, ensure you use the same parent name and email used in booking the appointments to access the system.
- If you continue to have issues logging on, log out and try again
- Monitor your email/appointments in case times change
- Unfortunately, in the event of a technical issue we are unable to resolve this issue on the evening

**RESPECT HONESTY SUCCESS**  
**PARCH GONESTRWYDD A LLWYDDIANT**

We pride ourselves on the positive relationships between staff and parents. However, please note that in the event of any inappropriate conduct, our staff have been directed to terminate the meeting immediately and refer the incident to the Headteacher.

Further to the parents evening we will be issuing an online survey. This will provide you with an opportunity to comment on your experience. All feedback will be anonymous and be used to review and improve school procedures going forward.

Many thanks in advance for your contributions and continued support.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'S Williams'.

Mrs S Williams  
Deputy Headteacher