









Parents/Carers helping your child with online meetings

Before the meeting starts:

- * Read through the Video Conferencing Etiquette with your child.
- * Remind your child of the need to behave appropriately and to follow teacher instructions. Inappropriate behaviour may result in your child being removed from a lesson and a follow-up discussion with senior school staff.

Video Conferencing Etiquette

 BE ON TIME Be on time and prepared with your device charged. Close all materials and tabs of other classes. Make sure that all tech works 5-10 minutes before the session.	 MUTE YOURSELF Mute yourself right away to eliminate background noise. In Google Meet you can use the keyboard shortcut Ctrl + D	 PRESENTATION Consider your surroundings and attire. Find a good spot where you have no distractions e.g. TV, Radio etc. Turn off your camera.	 HEADPHONES Use headphones if you have them! If your headphones or earbuds have a microphone, even better!
 CHAT RESPONSIBLY Use the chat function responsibly. Only type when needed so the teacher can respond to questions promptly.	 CONDUCT Note that all Video Meetings / Lessons will be recorded. Please ensure that you conduct yourself in the same manner that you would in a normal lesson	 SIGNALS Use the raise hand function to communicate with your teacher just like you would if you had a question in a normal lesson.	

During the online meeting:

- * If you need to speak to your child's teacher, please do so through the normal channels of communication. All communication from parents/cares should be sent to the school office office@strathaven.s-lanark.sch.uk
- * It is important that parents/carers do not attempt to participate in online meetings with learners. This is to protect your own privacy and that of others.
- * If your child is experiencing difficulties during the meeting, they should use the chat feature to communicate this to their teacher. Parents/carers must not interrupt the meetings by speaking or appearing on camera.

After the meeting:

- * It would be helpful if you could follow up with your child after online meetings (depending on their age and stage) to ensure they are clear about next steps provided by their teacher.