



## Baldragon Academy

### Virtual Parents' Meetings – Acceptable Use (Parents)

- Parents should log on and ensure that their microphone and camera are working at least ten minutes before their appointments begin in order, to ensure the smooth running of the evening and avoid losing any appointment time. If a parent is not there at the beginning of the appointment, the teacher will remain online to see if they arrive.
- All subject appointments will last for six minutes. You will see a countdown timer on screen and when this reaches zero the meeting will automatically end. Please note that this timing is set, and teachers have no option to extend the meeting time.
- Conversations should focus on your child, their engagement in, their progress, their strengths and areas for improvement (next steps).
- Both teachers and parents will be expected to conduct the meeting in a professional, courteous and respectful manner.
- If any party is unhappy with the conduct of the meeting, they may end the call at any time.
- Should you have any concerns please contact your child's Guidance Teacher to discuss.

If you have trouble understanding English please contact the address below

اگر آپ کو انگریزی سمجھنے میں مشکل پیش آتی ہے تو برائے مہربانی نیچے درج پتے پر رابطہ کریں:

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇੰਗلیش سمجھنے ਵਿੱਚ کٹھنਾਈ ਹੁੰਦੀ ہے ਤਾਂ ਡਿੱਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਹੇਠਾਂ ਦਿਤੇ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ।  
Jeżeli masz trudności w zrozumieniu języka angielskiego, skontaktuj się na poniżej podany adres:

如果你對英語理解有困難，請聯絡以下地址:

Dundee Translation & Interpretation Service, Mitchell Street Centre, Mitchell Street, Dundee DD2 2LJ.  
Tel: 01382 435825 Fax: 01382 435805

For information about Dundee City Council visit our website - [www.dundee.gov.uk](http://www.dundee.gov.uk)

