



### **Microsoft Teams – Parents Evening – Guidance for Parents**

- **Parents/Carers, students and staff must wear suitable clothing**, as should anyone else in the household.
- **Any devices used should be in appropriate areas**, for example, not in bedrooms; and the **background should be blurred**.
- **Language must be professional and appropriate**, including any family members in the background.
- **Only Microsoft Teams will be used for Parents Evening meetings**. If the technology does not work, your child's teacher will call you.
- **Please do not share photographs or recordings of your child**. You will not be asked for these.
- **Parents/Carers must not record the meetings**. The meetings **will not** be recorded by school and must not be recorded by parents/carers or students. It is an offence to share any video on social media or with anyone else.