



# Student Parent Teacher Interviews – Microsoft Teams Policy

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# ***Catholic Regional College Caroline Springs***

## **Student Parent Teacher Interviews – Microsoft Teams Policy**



### **Rationale**



At Catholic Regional College Caroline Springs, the relationship between students', families and the school is considered to be of paramount importance. A Student Parent Teacher Interview held via Microsoft Teams provides the opportunity for students to reflect on their work at the College to date, celebrate their successes and set goals for the remainder of the year, whilst maintaining social distancing protocols. Students are able to hold themselves accountable for their progress when they explain their achievements and areas for improvement within each subject. Parents/carers become actively involved in the learning process for their child and may ask any questions they have following an extended period of remote learning.

Student Parent Teacher Interviews provide the opportunity for:

- students to reflect on their learning, work habits and effort in their learning
- students to have increased accountability regarding their work habits and approaches to learning
- students to celebrate the successes within work they have completed
- students to develop verbal communication skills, confidence in public speaking and critical thinking skills
- relationships to be built with families at the College
- parents/carers to be actively involved in the learning process for their child.

### **Scripture**



#### **Philippians 2:5**

In your relationships with one another, have the same mindset as Christ Jesus.

## **Roles and responsibilities**



For Student Parent Teacher Interviews to be facilitated effectively and efficiently using Microsoft Teams, there are four key stakeholders who have a role to play; the student, the subject teacher, the parent/carer and the school.

The student is responsible for:

- accessing the Student Parent Teacher Interview link on their College MacBook from the PTO Portal
- ensuring they set their laptop up in a suitable space at home, prior to the commencement of the Student Parent Teacher Interview
- opening Microsoft Teams prior to the commencement of the Student Parent Teacher Interview, and joining the meeting with the subject teacher and their parents/carers when the subject teacher begins the meeting
- reflecting on their own achievements for the subject completed at the College as part of the Student Parent Teacher Interview.

The subject teacher is responsible for:

- requesting a Student Parent Teacher Interview for a student on the Term Three Interim Report and Parent Teacher Online Portal prior to 3:30pm Friday 16 September.
- wearing appropriate professional dress for the Student Parent Teacher Interview (collared shirt, but no tie required, for males)
- setting the Microsoft Teams background to a College approved image.
- opening the Microsoft Teams Meeting in a timely manner on Monday 2 May for the Student Parent Teacher Interview to be conducted, and closing the interview within the scheduled time frame to allow for ease of transition from one meeting to the next
- preparing notes or comments to discuss with the student and parent/carer as part of the Student Parent Teacher Interview
- providing feedback on Assessment Tasks completed, so the student can reflect on their strengths and areas of improvement in the subject
- sharing student work samples, where appropriate, to support points being discussed.
- recording attendance for each Student Parent Teacher Interview.

The parent/carer is responsible for:

- booking Student Parent Teacher Interview appointments with the subject teacher(s) that have requested an interview as part of the Term Three Interim Report
- accessing the Student Parent Teacher Interview link on their College MacBook from the PTO Portal
- ensuring their child's laptop is set up in a suitable space at home, prior to the commencement of the Student Parent Teacher Interview
- ensuring their child has opened up Microsoft Teams prior to the commencement of the Student Parent Teacher Interview, and join the meeting with the subject teacher and their child when the subject teacher begins the meeting
- discussing their child's progress throughout the Semester
- preparing notes or comments to discuss with the student and teacher as part of the Student Parent Teacher Interview.

The school is responsible for:

- setting and advertising the Student Parent Teacher Interview date to students, parents/carers and teachers
- sharing the Student Parent Teacher Interview format with students, parents/carers and teachers to ensure all stakeholders are clear about the objectives of and roles within the Student Parent Teacher Interviews
- making the online booking system available for parents/carers following the publishing of Term Three Interim Reports
- providing translators or interpreters, where required, for Student Parent Teacher Interviews
- ensuring sufficient social distancing measures are in place for staff at the College throughout the Student Parent Teacher Interview process.

## Non-attendance Process



In the event that a parent/carer does not make a Student Parent Teacher Interview booking, despite being requested to do so via the Interim Report:

- The teacher lodges a Wellbeing Report – Parent Communication on the SIP on SEQTA, noting that the Student Parent Teacher Interview has not yet been booked by the parent/carer, using the template below, and sends this to the parent/carer, between Monday, 3 and Thursday, 6 October.

*Dear Parent/Carer,*

*On the Term Three Interim Report I requested a Student Parent Teacher Interview with you so we can discuss your child's progress. To date this interview has not been booked on the PTO Portal.*

*Could I please ask that you log onto the PTO Portal (via the link on SEQTA Engage Homepage) and book an interview time for us to meet. The bookings for Student Parent Teacher Interviews close at 9:00am on Friday 7 October.*

*Should you have any difficulty in accessing the PTO Portal, please contact the College Reception for assistance.*

In the event that a parent/carer does not make a Student Parent Teacher Interview booking by Friday 7 October, despite the above-mentioned Wellbeing Report being lodged:

- The teacher lodges an additional Wellbeing Report – Student Parent Teacher Interview on the Student Information Panel (SIP) on SEQTA, noting that the parent/carer did not make a Student Parent Teacher Interview booking, despite being requested to do so via the Interim Report, using the template below, for follow up at the discretion of the Wellbeing Leadership Team.

*Subject:*

*Requested Student Parent Teacher Interview was not booked by the parent/carer.*

In the event that a student and parent/carer has booked, but does not attend a requested Student Parent Teacher Interview:

- The teacher lodges a Wellbeing Report – Student Parent Teacher Interview on the SIP on SEQTA, noting that the student and parent/carer did not attend the requested Student Parent Teacher Interview, using the template below, for follow up at the discretion of the Wellbeing Leadership Team.

*Subject:*

*Requested Student Parent Teacher Interview was booked but not attended by the parent/carer.*

The Wellbeing Leadership Team will advise subject teachers of any students suitable for the subject teacher to follow up individually by Friday 14 October.