



*Your word is a lamp to guide  
my feet and a light for my path.*

(Psalm 119:105)



Haddenham St Mary's CE School, Aston Road,  
Haddenham, Aylesbury, Bucks, HP17 8AF. T: 01844 291 455  
Headteacher: Mrs. K Collett. Chair of Governors: Mrs. G Bull  
office@haddenham-st-marys.bucks.sch.uk

SIAS 'Outstanding' 2012

## Haddenham St Mary's virtual meeting protocols for staff, parents and professionals

- Be punctual, join the meeting a couple of minutes beforehand to check the tech
- Be aware of your surroundings
- Be aware that other people might have unavoidable distractions
- Dress appropriately
  
- Mute your microphone when you're not talking
- Speak clearly
- Have your camera on where possible
- Maintain eye contact by looking into the camera
- Try not to interrupt others and use the chat/hands up function where possible to show that you want to talk
  
- If the meeting is being recorded gain consent of all participants
- If you share your screen to present, double check that other tabs and windows that are open are appropriate for the audience.

