

# Protocol for Virtual/Hybrid Meetings

## St. Michael's Catholic Grammar School

Founded by the Sisters of the Poor Child Jesus, a Voluntary Aided school in the trusteeship of St Michael's Catholic School Trustee and a member of the Loreto Education Trust.



Approved by:

Date: February 2026

Last reviewed on:

Next review due by:

## **Holding virtual/hybrid meetings**

On occasions, it will be appropriate for the school to hold virtual or hybrid (where one or more parties join via an online platform to a meeting that is taking place face-to-face) meetings. A virtual or hybrid meeting may be requested for the following reasons:

- It would cause substantial difficulty for one (or more) party (parties) to travel to school/an agreed venue for a meeting;
- One (or more) party (parties) has a disability that would render attending an in-person meeting highly challenging;
- One (or more) party (parties) could not attend an in-person meeting due to ill-health.

## **Formal meetings held under school policy or legislation**

It is relatively straightforward for the school to arrange virtual or hybrid meetings with parents for occasional or regular check-ins, progress and behaviour meetings; however, there are some meetings within the life of the school which fall under formal and/or legal proceedings. These include:

- EHCP Annual Reviews
- Complaints hearings
- Disciplinary meetings
- Governors' suspension and exclusion panels

For meetings held under a school policy or legislation, one (or more) parties (parties) may argue that it is reasonable that the meeting is held as a virtual/hybrid meeting. When this is the case, the party should request this in writing.

## **Protocol for virtual/hybrid meetings**

The school has a clear protocol for the organisation and conduct of virtual/hybrid meetings in these instances.

Meetings should be held face-to-face unless one (or more) party (parties) has requested in writing a virtual/hybrid meeting as a reasonable adjustment. When a party has requested a virtual/hybrid meeting, these protocols will be shared with that party in advance of the meeting.

Where a virtual/hybrid meeting is to take place, the following must be considered:

- That the meeting is capable of being held fairly and transparently;
- That all participants in the meeting are able to participate effectively and their remote participation won't prevent the meeting from being fair and transparent;
- That the remote/hybrid meeting can comply with the school policy or legislation under which the meeting is held.

Where a virtual/hybrid meeting is to take place, the following expectations must be met:

- All parties participating virtually have their cameras switched on;

- All parties participating virtually have been correctly identified;
- All parties participating virtually are accessing the meeting in a quiet setting where the contents of the meeting cannot be overheard.

If there are technological issues during a remote meeting which prevent the meeting being held fairly or stop the participants from being seen or heard, and these can't be resolved, the Chair of the meeting must stop the meeting and reschedule it for the soonest possible date.

Should a person accessing the meeting virtually refuse to be identified or to switch their camera on, or should the Chair of the meeting be concerned about the suitability of the setting from which they are accessing the meeting, the Chair has the right to stop the meeting and reschedule it for the soonest possible date.

Virtual/hybrid meetings will not be recorded and it will be made clear at the start of the meeting that no parties are permitted to do this (in the exceptional circumstances that a meeting is recorded, this can only be done so at the instigation of the Chair of the meeting and with the express consent of all parties involved).