

10/01/2019

Dear Parents

**Year 11 Parents' Meeting – Monday 11 February 2019**

You and your son are invited to the Year 11 Parents' Meeting being held on **Monday 11 February 2019** in the **Queen's Hall** from 4.15 – 6.45pm. There will be 5 minute timed interviews with teaching staff with a 15 minute presentation at 5.20pm. As this is a formal school occasion students are expected to attend in full school uniform.

We use an on-line booking system for Parents' Meetings so that you can book directly with teachers using the following link: <https://rgshw.parentseveningsystem.co.uk/>. The system will be available for you to make appointments from **7.00pm on Tuesday 15 January – please note the system is not open for bookings before this date and time.**

Initially, you will be able to book a **maximum number of three appointments per student** so we would advise you to prioritise appointments in subjects where there are concerns and **only book to see one member of staff per subject**. On **Friday 18 January at 9.00am** a further three appointments will be made available, making a total of six teacher appointments. **Please note, the system inserts a 5 minute gap between bookings to ensure you have sufficient time to get to your next appointment.**

In addition on **Friday 18 January at 9.00am**, 10 minute appointments from 4.00-7.00pm will be available, using the same online booking system, on a first come basis to meet with Adviza careers guidance. This service is paid for by the school and as such if you do not attend your appointment a £25 fee may be charged.

The booking system will close at **11.55pm on Monday 4 February 2019**. You will not be able to make any appointments after this date and time.

We hope you find this system effective and attach a brief user guide to this letter to help you. We would, in particular, like to draw your attention to the information regarding logging in details. If you do experience any difficulties or technical issues please contact Mrs Gamester (01494 551432 or [pg@rgshw.com](mailto:pg@rgshw.com)).

If you do not have access to the internet, please contact the Curriculum Support Office (01494 551463) who will be happy to make appointments on your behalf.

Yours sincerely  
James Eve  
Assistant Head