

07/03/2023

Dear Parents

Year 7 Online Parents' Meeting – Tuesday 28 March

The Year 7 Online Parents' Meeting will take place on Tuesday 28 March. Online appointments will start every 5 minutes from 4.00 – 7.00pm where you will have the opportunity to speak with up to 6 teachers. Students are expected to be online with parent(s) for these appointments if possible.

We use an online booking system for Parents' Meetings so that you can book directly using the following link: <https://rgshw.schoolcloud.co.uk/>. The system will be available to book an initial 3 appointments from **7.00pm on Tuesday, 14 March** – please note it will not be open for bookings before this date and time. **An additional 3 appointments will be available from 9.00am on Monday, 20 March.** These can be added using Amend Bookings and EXACTLY the same parent name and email address used to make the initial 3 bookings otherwise your appointments will not run correctly. The booking system will close at **11.55pm on Friday, 24 March**. You will not be able to make any appointments after this date and time.

On the day of the meeting you will receive a reminder email with a link to the online system one hour before your first appointment. Your minimum requirement is a **device with a microphone and speaker**, and we recommend using a **smart phone, tablet, laptop or computer**. You do not need to download any app. Please check your microphone volume level is set medium/high. A maximum of two devices in different locations can be used if required (see the following link for information). <https://support.parentseveningsystem.co.uk/article/862-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>

As you may not have used the online meeting facility before, click on the following link to the user guide <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> which we strongly recommend reading in full *prior* to the parents' meeting (e.g. appointments run to time, so if you are late joining any calls it will automatically cut off at the appointment end). If you do experience any difficulties booking appointments please contact Mrs Gamester (01494 551432 or pg@rgshw.com).

Yours sincerely

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