

24 October 2024

Dear Parents and Carers

Year 13 Online Parents' Meeting – Thursday, 21 November 2024

The Year 13 Online Parents' Meeting will take place on Thursday 21 November 2024. Online appointments take place every 5 minutes from 4.00 – 7.00pm. Students are expected to be on the calls with their parent(s) for these appointments and teachers will use video when possible.

We use an online booking system for Parents' Meetings, so you can book directly using the following link: <https://rgshw.schoolcloud.co.uk/>. The system will be available for bookings from **7.00pm on Tuesday, 5 November** – please note it will not be open for bookings before this date and time. The booking system will close at **11.55pm on Monday, 18 November**. You will not be able to make any appointments after this date and time. *Please be aware that for some subjects, only one teacher may be available.*

On Thursday, 21 November, one hour before your first appointment, you will receive a reminder email with a link to the online system. Your minimum requirement is **a device with a microphone and speaker**, and we recommend using a **smartphone, tablet, laptop or computer**. You do not need to download an App. Please check your microphone volume level is set medium/high.

As you may not have used the online meeting facility before, three User Guides are linked below and we strongly recommend reading in full *prior* to the Form Tutor Meeting. For example, appointments run to time, so if you are late joining the call it will still automatically cut off at the appointment end.
[Parents' Guide for Booking On-line appointments](#)
[Parents' Guide for Inviting Another Person to Join their Appointments](#)
[Attending On-line Appointments](#)

If you do experience any difficulties booking appointments, please contact Tonia Wyncoll (01494 551463 or tlw@rgshw.com).

Yours sincerely

Tim Fossey
Assistant Head