

15/03/2023

Dear Parents

### **Year 8 Online Parents' Meeting – Wednesday 19 April**

The Year 8 Online Parents' Meeting will take place on Wednesday 19 April. 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. Boys 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 Thursday 23 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 Wednesday 29 March. **These must be added using Amend Bookings and EXACTLY the same parent name and email address as your initial bookings. If you do not do this your appointments will not run correctly on the evening.** The booking system will close at **11.55pm on Friday 7 April**. 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.**

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](mailto:pg@rgshw.com)).

Yours sincerely

James Eve  
Director of Studies