

08/01/2020

Dear Parents

Year 11 Parents' Meeting – Monday 10 February 2020

You and your son are invited to the Year 11 Parents' Meeting being held on **Monday 10 February** in the **Queen's Hall** from 4.15 – 6.45pm where you will have the opportunity to meet up to 6 teachers for a 5 minute appointment plus a Careers Advisor for a 10 minute consultation. 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 using the following link: <https://rgshw.parentseveningsystem.co.uk/>. The system will be available from **7.00pm on Monday 20 January** – please note it will not be 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 **Monday 27 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 31 January at 9.00am**, you will be able to make a 10 minute appointment to meet with a Careers Adviser. Representatives from Adviza will be in School from 15.50 until 19.30 and appointments will be made on a strictly first come, first served basis. Since this service is paid for by the School, if you do not attend your appointment a £25 fee may be charged.

The booking system will close at **11.55pm on Wednesday 5 February**. 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).

Yours sincerely

James Eve
Assistant Head