

13/03/2024

Dear Parents

Year 7 Online Parents' Meeting – Wednesday 17 April

The Year 7 Online Parents' Meeting will take place on Wednesday, 17 April when you will have the opportunity to speak with up to 6 teachers. Students are expected to be on the calls with parent(s) for these appointments and teachers will use video when possible.

We use an online booking system which you can access using the following link <https://rgshw.schoolcloud.co.uk/> - the system will be available for you to book an initial 3 appointments from **7.00pm on Thursday, 21 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 Thursday, 28 March**, making a total of 6. **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 Thursday, 11 April**. You will not be able to make any appointments after this date and time.

The parent making the bookings can invite another parent to join the meetings if they are in another location. The following link will take you to a User Guide: [Video: Parents - invite another parent/guardian to join your appointments](#)

On Wednesday, 17 April, 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 **computer, laptop, tablet or smart phone**. 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 system before or for some time, please click on the following link which will take you to the user guide <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>. We strongly recommend reading this guide 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 Wyncoll (01494 551463 or tlw@rgshw.com).

Yours sincerely

Tim Fossey
Assistant Head