

26/03/26



Dear Parents and Carers

### **Year 10 Online Parents' Meeting – Tuesday 28 April from 1600-1900**

The Year 10 Online Parents' Meeting will take place on Tuesday 28 April 2026. Students are expected to join the video calls wherever possible.

We use an online booking system for Parents' Meetings which you can access using the following link: [School Cloud](#). You will be able to book an initial 3 appointments from **7.00pm on Monday 13 April** (it will not be open before this date and time).

From **9.00am on Monday 20 April**, you will be able to book a further 3 appointments. Please ensure that these additional appointments are made by the same parent. **Please add appointments by clicking 'amend bookings' and then they will be made under the same booking log-in.** Once the initial booking window closes, any remaining slots will be opened to all parents. You will receive an automated notification from SchoolCloud (titled 'Appointments reminder') as soon as these become available.

The booking system will close at **11.55pm on Friday 24 April**. You will not be able to make any appointments after this date and time. *Please be aware, you may not be able to book appointments with all subject teachers. If you are unable to book with a particular teacher and have specific concerns, please email the teacher directly.*

On Tuesday 28 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 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 Parents' Meetings. 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 Online appointments](#)

[Parents' Guide for Inviting Another Person to Join their Appointments](#)

[Attending Online Appointments](#)

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

Yours sincerely

Tim Fossey  
Assistant Head