

28/01/2020

Dear Parents

Year 12 Parents' Meeting – Thursday 27 February 2020

You and your son are invited to the Year 12 Parents' Meeting being held on **Thursday 27 February** in the **Queen's Hall** from **4.15 – 6.45 pm** 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 Thursday 6 February** – please note it will not be open for bookings before this date and time.

You will be able to book a **maximum number of six 5 minute appointments** with your son's teachers. *Please be aware that, for some subjects, only one of his teachers may be available.* In addition, 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 24 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) who will be happy to help.

Yours sincerely

James Eve
Assistant Head