

21/03/2019

Dear Parents

Year 9 Parents' Meeting – Monday 29 April 2019

You and your son are invited to the Year 9 Parents' Meeting being held on **Monday 29 April 2019** in the **Queen's Hall** from 4.15 – 6.45pm. There will be 5 minute timed interviews with teaching staff with a 15 minute break at 5.20pm. 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 with teachers using the following link: <https://rgshw.parentseveningsystem.co.uk/>. The system will be available for you to make appointments from **7.00pm on Tuesday 26 March** – please note the system is not 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 **Wednesday 3 April at 7.30am** a further three appointments will be made available, making a total of six teacher appointments. **Please open your confirmation email and click on Amend bookings which will allow you to add your further appointments.** Please note, the system inserts a 5 minute gap between bookings to ensure you have sufficient time to get to your next appointment.

The booking system will close at **11.55pm on Friday 19 April 2019**. 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).

If you do not have access to the internet, please contact the Curriculum Support Office (01494 551463) who will be happy to make appointments on your behalf. Please note the office will be closed from 1pm on Friday 5 April until 7.30am on Tuesday 23 April.

Yours sincerely
James Eve
Assistant Head