

18 November 2024

Dear Parents & Carers

### **Year 9 Online Parents' Meeting – Wednesday 11 December 2024**

The Year 9 Online Parents' Meeting will take place on Wednesday 11 December. Online appointments take place every 5 minutes from 4pm – 7pm and 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. This is also an opportunity to speak to teachers of optional GCSE subjects ahead of making final GCSE choices.

We use an online booking system for Parents' Meetings so you can book directly using the following link: <https://rgshw.schoolcloud.co.uk/>. The system will be available to book appointments from **7pm on Monday 25 November – please note it will not be open for bookings before this date and time.** The booking system will close at **11.55pm on Friday 6 December.** You will not be able to make any appointments after this date and time.

**On Wednesday 11 December, 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 Form Tutor Meeting. 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 On-line appointments](#)

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

[Attending On-line Appointments](#)

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

Yours sincerely

Tim Fossey  
Assistant Head