

08/01/2024

Dear Parents

Year 12 Online Parents' Meeting – Tuesday 6 February

The Year 12 Online Parents' Meeting will take place on Tuesday 6 February when you will have the opportunity to speak with up to 8 teachers. Students are expected to be on the calls with their parent(s) for these appointments and teachers will use video when possible.

We use an online booking system for Parents' Meetings which you can access using the following link: <https://rgshw.schoolcloud.co.uk/>. You will be able to book appointments from **7.00pm on Thursday 18 January – please note it not be open before this date and time**. The booking system will close at **11.55pm on Thursday 1 February**. You will not be able to make any appointments after this date and time. *Please be aware, only one of the subject teachers may be available for some subjects.*

On Tuesday 6 February, 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.

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](#)

As you may not have used the online meeting facility before or for some time, please click on the following link to view the User Guide [Video: Parents - How to attend appointments over video call](#). We strongly recommend you read this guide **prior** to the Parents' Meeting - appointments run to time, so if you are late joining any call it will still automatically cut off at the scheduled end time. If you do experience any difficulties booking appointments please contact Mrs Gamester (01494 551432 or pg@rgshw.com).

Yours sincerely

Tim Fossey
Assistant Head