

08/11/2018

Dear Parents

Year 13 Parents' Meeting – Thursday 29 November 2018

You and your son are invited to the Year 13 Parents' Meeting being held on **Thursday 29 November 2018** in the **Queen's Hall** from 4.15 – 6.45 pm. There will be 5 minute timed interviews with teaching staff with a 15 minute teacher break at 5.20pm. As this is a formal school occasion students are expected to attend in full school uniform.

Appointments are booked using the on-line booking system <https://rgshw.parentseveningsystem.co.uk>. The system will be available for you to make appointments from **7.00pm on Tuesday 13 November – please note the system is not open for bookings before this date and time.**

You will be able to book a **maximum number of six 5 minute appointments**. *Please be aware that for some subjects only one of his teachers may be available.* 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 Monday 26 November**. 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 issue, or should you not have internet access, please contact the Curriculum Support Team Office (01494 551432 or 551463) who will be happy to help.

Yours sincerely

Steve Noyes
Director of Sixth Form