

15/10/2019

Dear Parents

### Year 13 Parents' Meeting – Thursday 14 November 2019

You and your son are invited to the Year 13 Parents' Meeting being held on **Thursday 14 November 2019** in the **Queen's Hall** from 4.15 – 6.45 pm. There will be 5-minute timed interviews with teaching staff plus 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 Wednesday 23 October – please note the system is not open for bookings before this date and time.**

You will be able to book a **maximum of six 5-minute appointments** – a 5-minute gap between bookings is automatically inserted to ensure you have enough time to get to your next appointment. *Please be aware that, for some subjects, only one of his teachers may be available.*

The booking system will close at **11.55pm on Monday 11 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 issues, please contact the Curriculum Support Team Office (01494 551432) who will be happy to help.

Yours sincerely

James Eve  
Assistant Head