

03/01/2019

Dear Parents

Year 12 Parents' Meeting – Wednesday 6 February 2019

You and your son are invited to the Year 12 Parents' Meeting being held on **Wednesday 6 February 2019** 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 Wednesday 9 January – 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.

In addition on **Monday 14 January at 9.00am**, 10 minute appointments from 4.00-7.00pm will be available on a first come basis to meet with Adviza careers guidance. This service is paid for by the school and as such if you do not attend your appointment a £25 fee may be charged.

The booking system will close at **11.55pm on Friday 1 February**. 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