

Dear Parents

### Year 13 Online Parents' Meeting – Wednesday 4 October 2023

The Year 13 Online Parents' Meeting will take place on Wednesday, 4 October 2023. Online appointments take place every 5 minutes from 4.00 – 7.00pm and 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, so you can book directly using the following link: <https://rgshw.schoolcloud.co.uk/>. The system will be available for bookings from **7.00pm on Wednesday, 20 September – please note it will not be open for bookings before this date and time**. The booking system will close at **11.55pm on Friday, 29 September**. You will not be able to make any appointments after this date and time. You will be able to book a **maximum of eight 5-minute appointments**. *Please be aware that for some subjects, only one teacher may be available.*

**On Wednesday 4 October, 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 **smart phone, tablet, laptop or computer**. 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 <https://support.parenteveningsystem.co.uk/article/862-video-appointments-parents-how-to-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 <https://support.parenteveningsystem.co.uk/article/801-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 appointment end. If you do experience any difficulties booking appointments please contact Mrs Gamester (01494 551432 or [pg@rgshw.com](mailto:pg@rgshw.com)).

Yours sincerely

Tim Fossey  
Assistant Head