

October 2025

Dear Parents and Carers

Year 13 Online Parents' Meeting – Wednesday 19 November from 1600-1930

The Year 13 Online Parents' Meeting will take place on Wednesday 19 November. Students are expected to join the video calls wherever possible.

We use an online booking system for Parents' Meetings which you can access using the following link: [School Cloud](#). You will be able to book appointments from **7.00pm on Tuesday 4 November** (it will not be open before this date and time).

The booking system will close at **11.55pm on Friday 14 November**. You will not be able to make any appointments after this date and time. *Please be aware, you may not be able to book appointments with all subject teachers. If you are unable to book with a particular teacher and have specific concerns, please email the teacher directly.*

On Wednesday 19 November, 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 smartphone, tablet, laptop or computer. You do not need to download an app. Please check your microphone volume level is set medium/high.

As you may not have used the online meeting facility before, three User Guides are linked below and we strongly recommend reading in full *prior* to the Parents' Meetings. For example, appointments run to time, so if you are late joining the call it will still automatically cut off at the appointment end.

[Parents' Guide for Booking On-line appointments](#)

[Parents' Guide for Inviting Another Person to Join their Appointments](#)

[Attending On-line Appointments](#)

If you do experience any difficulties booking appointments, please contact Tonia Wyncoll (01494 551463) or tlw@rgshw.com.

Yours sincerely

Tim Fossey
Assistant Head