

28 February 2019

Dear Parents

Year 7 Parents' Meeting – Tuesday 19 March 2019

A Parents' Meeting for boys in Year 8 is being held on **Tuesday 19 March 2019** in the **Queen's Hall** from **16:15-18:45**. We believe it is beneficial for your son to be present and we invite you to come with him to this occasion. As this is a formal school occasion students are expected to attend in full school uniform. There will be 5 minute timed interviews with teaching staff with a 15 minute break at 17:20.

We use an on-line booking system for Parents' Meetings so that you can book directly with teachers using the following link: <https://rgshw.parentseveningsystem.co.uk/>

The booking system will be available for you to make appointments from **19:00 on Tuesday 5 March – please note the system is not open for bookings before this date and time.**

To address concerns about a lack of availability of appointments we manage the booking of appointments in the following way. Initially, you can only book a **maximum number of 3 appointments per boy** so would advise you to prioritise appointments in subjects where there are concerns. **Please book your appointments as early as possible as some teachers may be oversubscribed.** If a member of staff teaches your son in more than one subject please only book a single appointment with that teacher.

At 07:30 on Friday 8 March you will be able to book another 3 appointments. We will send you a reminder nearer the time. Please remember to bring your appointment schedule with you to the meeting.

The booking system will close at **23:55 on Friday 15 March**. You will not be able to make any appointments after this date and time.

We hope you find this system effective. We have attached a brief user guide to this letter and would be particularly grateful if you could note the information regarding logging in details. If you do experience any difficulties or technical issues please contact Mrs Gamester (01494 551432 or pg@rgshw.com).

Colleagues from the SEN Team will be available for appointments with students and parents they support. If you would like to make an appointment with a member of staff in the SEN team, please contact them directly on 01494 524955.

If you do not have access to the internet, please contact the Curriculum Support Office (01494 551432 or 551463) who will be happy to make appointments on your behalf.

Yours sincerely

James Eve
Assistant Head