

10/02/2022

Dear Parents

Year 12 Online Parents' Meeting – 4-7pm on Thursday 3 March 2022

The Year 12 Online Parents' Meeting will take place on Thursday 3 March when you will have the opportunity to speak with up to 6 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 that you can book directly using the following link: <https://rgshw.schoolcloud.co.uk/> (see How to Book Appointment Guide). The system will be available for bookings from **7.00pm on Tuesday 15 February – please note it will not be open for bookings before this date and time.** The booking system will close at **11.55pm on Monday 28 February.** You will not be able to make any appointments after this date and time. You will be able to book a **maximum of six 5-minute appointments.** *Please be aware that for some subjects, only one of his teachers may be available.*

On the day of the meeting you will receive a reminder email with a link to the online system one hour before your first appointment. 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 any app. Please check your microphone volume level is set medium/high. A maximum of two devices in different locations can be used if required (see the following link for information). <https://support.parentseveningsystem.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, click on the following link to access the user guide <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> which we strongly recommend reading in full *prior* to the parents' meeting (e.g. appointments run to time, so if you are late joining any calls it will automatically cut off at the appointment end). If you do experience any difficulties booking appointments please contact Mrs Gamester (01494 551432 or pg@rgshw.com).

Yours sincerely

James Eve
Assistant Head