

14 October 2021

Dear Parents

Year 7, 8 and 10 Online Form Tutor Meetings – Wednesday 10 November 2021

Parents and boys in Years 7, 8 and 10 are invited to speak with their Form Tutor on Wednesday 10 November to find out how he has settled into the new year. Online appointments start at 4.15pm and last for a maximum of 5 minutes. Please be aware, your son's Form Tutor will not be able to discuss individual subjects.

We use an online booking system for Parents' Meetings so that you can book directly using the following link: <https://rgshw.schoolcloud.co.uk/>. The system will be available from **7.00pm on Monday 1 November** – please note it will not be open for bookings before this date and time. The booking system will close at **11.55pm on Monday 8 November**. You will not be able to make an appointment after this date and time.

On the day of the meeting 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 can be used if required (please read the Invite Additional Parent Guide).

Unfortunately we cannot offer an out-of-hours support service, and as you may not have used the online meeting facility before, two user guides are attached which we strongly recommend reading in full *prior* to the form tutor 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), or Mrs Wood (01494 551463 or njw@rgshw.com).

Yours sincerely

Dave Durning
Assistant Head