

18 November 2021

Dear Parents

Year 9 Online Parents' Meeting – Tuesday 7 December 2021

The Year 9 Online Parents' Meeting will take place on Tuesday 7 December. Online appointments will start every 5 minutes from 4.00 – 7.00pm where you will have the opportunity to speak with up to 6 teachers. Boys are expected to be online with parent(s) for these appointments if 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/>. The system will be available to book an initial 3 appointments from **7.00pm on Monday 22 November** – please note it will not be open for bookings before this date and time. An additional 3 appointments will be available from **8.00am on Thursday 25 November** - click **AMEND BOOKINGS** to add these appointments. The booking system will close at **11.55pm on Thursday 2 December**. You will not be able to make any appointments after this date and time.

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, two user guides are attached 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 or technical issues booking appointments please contact Mrs Gamester (01494 551432 or pg@rgshw.com), or Mrs Wood (01494 551463 or njw@rgshw.com).

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours sincerely

James Eve
Assistant Head