

01 November 2022

Dear Parents

Year 7, 8 and 10 Online Form Tutor Meetings – Monday 14 November

Parents and boys in Years 7, 8 and 10 are invited to speak with their Form Tutor on Monday 14 November to find out how he has settled into the new year. Please be aware, your son's Form Tutor will not be able to discuss individual subjects. Online appointments start at 4.00pm and last for a maximum of 5 minutes.

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 Wednesday 2 November – please note it will not be open for bookings before this date and time**. The booking system will close at **11.55pm on Tuesday 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).

Yours sincerely

Dave Durning
Assistant Head