

09/11/2020

Dear Parents,

Year 7 Form Tutor Online/Virtual Parents' Meeting – Tuesday 17 November 2020

The Year 7 Online/Virtual Parents' Meeting will take place on Tuesday 17 November 2020. This is a chance for you to speak to your son's Form Tutor and discuss how he has settled into the new school year. Please be aware, your son's Form Tutor will not be able to discuss individual subjects.

Online appointments will start every 5 minutes from 4.05pm – 6.45pm. Boys are expected to be on the calls with parent(s) for these appointments, if possible. As with a physical meeting, we expect boys to remain in full school uniform for their appointments. On the day of the meeting your minimum IT requirements will be a device with a microphone and speaker, and we recommend using a computer, a laptop, a tablet or smart phone. You do not need to download any app.

We use an online booking system for Parents' Meetings. Bookings are made using the following link: <https://rgshw.schoolcloud.co.uk/>. The system will be available for bookings from 9am on Wednesday 11 November – please note it will not be open for bookings before this date and time. You will only be able to book one 5-minute appointment with your son's Form Tutor. The booking system will close at 11.55pm on Sunday 15 November. You will not be able to make any appointments after this date and time.

As we have not used the online meeting facility before, two user guides are attached which we strongly recommend reading in full prior to the parents' meeting. Please note, however, the following key features of the system:

- Once you have made your booking, you will receive an email confirmation, which will contain a link to your appointment
- On the afternoon of your appointment, you can click on the link up to one hour in advance of your booking to access an online 'waiting room'
- The system is fully-automated. You therefore need to be ready to start on time and your appointment will end automatically at the end of the 5-minute booking

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).

Yours sincerely,

James Eve
Assistant Headteacher