

23/11/2020

Dear Parents

Year 13 Online/Virtual Parents' Meeting – Monday 30 November 2020

The Year 13 Online Parents' Meeting will take place on Monday 30 November 2020. Online appointments will start every 5 minutes from 4.45 – 7.15pm where you will have the opportunity to speak with up to 6 teachers. Boys are expected to be on the calls with parent(s) for these appointments if possible. Teachers will use video where possible, therefore students are expected to remain in full school uniform for their appointments. **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. **NB. The system only allows for one parental device to join the meeting.**

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 for bookings from **7.00am on Tuesday 24 November – please note it will not be open for bookings before this date and time.** The booking system will close at **11.55pm on Thursday 26 November.** 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.*

As you may not have used the online meeting facility before, a user guide is 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). Having tested the software we expect the evening to run smoothly, however this is the first time teachers will be using the system en masse, so please bear with us if there are any technical difficulties.

Yours sincerely

James Eve
Assistant Head