

19/01/2021

Dear Parents

### Year 11 Online Parents' Meeting – Monday 8 February

The Year 11 Online Parents' Meeting will take place on Monday 8 February. Online appointments will start every 5 minutes from 4.15 – 6.45pm 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. **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 to dial in on the call if required (please read the Invite Additional Parent Guide).

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 Tuesday 26 January – 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 Monday 1 February.** The booking system will close at **11.55pm on Friday 5 February.** You will not be able to make any appointments after this date and time.

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](mailto:pg@rgshw.com)), or Mrs Wood (01494 551463 or [njw@rgshw.com](mailto:njw@rgshw.com)).

Yours sincerely

James Eve  
Assistant Head