

14/10/2021

Dear Parents

Year 13 Online Parents' Meeting – Monday 15 November 2021

The Year 13 Online Parents' Meeting will take place on Monday 15 November 2021. 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 on the calls with parent(s) for these appointments and teachers will use video when 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 for bookings from **7.00pm on Monday 1 November – please note it will not be open for bookings before this date and time**. The booking system will close at **11.55pm on Wednesday 10 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 your son's teachers may be available.*

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, click on the following link to the user guide <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> 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 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 Head