

18 October 2018

Dear Parents

Form Tutor Meetings Monday 12 November

On Monday 12 November, parents and boys in Years 7, 8, 10 and 12 are invited to meet with their Form Tutor for a 5 minute appointment in the **Queen's Hall**.

Please note this is an opportunity to find out how your son has settled into the new year. Your son's Form Tutor will not be able to discuss individual subjects. **As this is a formal School occasion boys are expected to attend in full School uniform.**

Years 7, 8 and 10 1605 – 1900

Year 12 1615 – 1845

There will be a 15 minute interval at 1725

We use an on-line booking system for Parents' Meetings. To make an appointment with your son's Form Tutor please use the following link: <https://rgshw.parentseveningsystem.co.uk/>. The booking system has been updated so please refer to the attached, brief User Guide, paying particular attention to the information regarding logging in.

The booking system will be available from 7pm on Wednesday 31 October – **please note the system is not open for bookings before this date and time**. It will close at **11.55pm on Thursday 8 November 2018**. You will not be able to make an appointment after this date and time. Please ensure you always log in using the **same email address** to see, change and print off your appointment.

If you do not have access to the internet, please contact the Curriculum Support Office (01494 551432 or 551463) who will be happy to make an appointment on your behalf. If you do experience any difficulties or technical issues please contact Mrs Gamester (01494 551432 or pg@rgshw.com).

Yours sincerely

Dawn Booth
Assistant Head