

6/11/2023

Dear Parents

### Year 9 Online Parents' Meeting – Monday 4 December

The Year 9 Online Parents' Meeting will take place on Monday 4 December. Online appointments take place every 5 minutes from 4pm – 7pm and you will have the opportunity to speak with up to 6 teachers. Students are expected to be on the calls with parent(s) for these appointments and teachers will use video when possible. This is also an opportunity to speak to teachers of optional GCSE subjects ahead of making final GCSE choices.

We use an online booking system for Parents' Meetings so 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 **7pm on Thursday 16 November – please note it will not be open for bookings before this date and time.** An additional 3 appointments will be available from 8am on Thursday 23 November - click AMEND BOOKINGS to add these appointments. The booking system will close at **11.55pm on Wednesday 29 November.** You will not be able to make any appointments after this date and time.

**On Monday 4 December, one hour before your first appointment, you will receive a reminder email with a link to the online system.** 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 an App. Please check your microphone volume level is set medium/high.

The parent making the bookings can invite another parent to join the meetings if they are in another location  
[Video: Parents - invite another parent/guardian to join your appointments](#)

As you may not have used the online meeting facility before or for some time, please click on the following link to view the User Guide [Video: Parents - How to attend appointments over video call](#). We strongly recommend you read this guide **prior** to the Parents' Meeting - appointments run to time, so if you are late joining any call it will still automatically cut off at the scheduled appointment end time. If you do experience any difficulties booking appointments please contact Mrs Gamester (01494 551432 or [pg@rgshw.com](mailto:pg@rgshw.com)).

Yours sincerely

Tim Fossey  
Assistant Head