16 September 2024

Dear Parents

Year 7, 8, 10 and 12 Online Form Tutor Meetings – Monday 14 October

Parents and students in Years 7, 8, 10 and 12 are invited to speak with their Form Tutor on Monday 14 October to find out how they have settled into the new year. Please be aware, the Form Tutor will not be able to discuss individual subjects. Online appointments start at 4.00pm and last for a maximum of 5 minutes.

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 from **7.00pm on Monday 30 September – please note it will not be open for bookings before this date and time.** The booking system will close at **11.55pm on Thursday 10 October** and you will not be able to make an appointment after this date and time.

On the day of the meeting your minimum requirement is a device with a microphone and speaker, and we recommend using a smartphone, 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 if required but in order to make this work correctly on the night, please be sure to read the *Inviting Another Person to Join Their Appointment Guide*.

Unfortunately, we cannot offer an out-of-hours support service, and as you may not have used the online meeting facility before, three User Guides are linked below and we strongly recommend reading in full *prior* to the Form Tutor Meeting. For example, appointments run to time, so if you are late joining the call it will still automatically cut off at the appointment end.

Parents' Guide for Booking On-line appointments
Parents' Guide for Inviting Another Person to Join their Appointments
Attending On-line Appointments

If you do experience any difficulties booking an appointment, please contact Tonia Wyncoll (01494 551463 or tlw@rgshw.com.

Yours sincerely

Dave Durning
Assistant Head