

Dear Parents / Carers

Year 7 Online Parents' Meeting – Tuesday 7 January 2025

The Year 7 Online Parents' Meeting will take place on Tuesday 7 January when 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.

We use an online booking system which you can access using the following link <https://rgshw.schoolcloud.co.uk/> - the system will be available for you to book up to 6 appointments from **7.00pm on Friday 13 December – please note it will not be open for bookings before this date and time.**

The booking system will close at **11.55pm on Friday 3 January 2025.** You will not be able to make any appointments after this date and time.

The parent making the bookings can invite another parent to join the meetings if they are in another location. The following link will take you to a User Guide: [Video: Parents - invite another parent/guardian to join your appointments](#)

On Tuesday 7 January, 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 **smartphone, tablet, laptop or computer**. You do not need to download an App. Please check your microphone volume level is set medium/high.

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 Parents Meetings. 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 appointments, please contact Tonia Wyncoll (01494 551463 or tlw@rgshw.com).

Yours sincerely

Tim Fossey
Assistant Head