

20th January 2023

Dear Parents/Guardians

**Re: Year 8 Virtual Parents' Evening - Thursday 9th February 2023**

We would like to invite you to the **Year 8 Virtual Parents' Evening on Thursday 9th February 2023**. This evening is an excellent opportunity to:

- Get feedback on your child's progress – are they on track?
- Voice any concerns that you/students may have about their progress

Appointments with each subject teacher can be made using our online booking system, enabling you to book your preferred time slots with staff directly. The same booking system can then be used to access the link for your virtual parents' evening video appointments.

The booking system will open today, Friday 20th January 2023 and will close on Tuesday 7th February 2023 at 3:00pm and appointment times will be made on a first-come, first-served basis.

By using the link below you will also be able to confirm your attendance at the evening. Please confirm your attendance by **Friday 27th January 2023**, indicating whether or not you will be able to attend. Please note if attendance is not confirmed, you will receive a phone call from your child's form tutor, Mr Joseph or Mr McLaughlin-Wilden; this is a supportive measure to see if we can help and make any arrangements necessary for your attendance at Parents' Evening.

To access the online system please follow the link: <https://ruisliphigh.parentseveningsystem.co.uk>

**The link will be live from today, Friday 20th January 2023 at 9:00am.**

Appointments will be held online from **2:30pm to 7:00pm** and **students are expected to join their parent/guardian during the call**. To access the virtual meeting you will need a mobile phone, tablet or laptop. As with all meetings, we would like to remind parents/guardians that the recording of any meetings is strictly prohibited. We also wanted to highlight that a suitable location should be chosen for the meeting to take place. This should ideally be somewhere with a plain background and a space free from noise that may hinder the meeting. Instructions on how to join the virtual meeting can be found by clicking [here](#).

On the evening, we will try to meet as many parents/guardians as possible but if a teacher's appointment list is full, parents/guardians can request a phone call or brief written statement following the evening. Appointments on the evening will also be limited to five minutes, after which time the call will disconnect to allow for the next meeting to begin promptly.

Parent partnership remains a key to student success at Ruislip High School and so we very much look forward to seeing you and your child at the Year 8 Virtual Parents' Evening 2023. Should parents/guardians have any further questions, please contact me via the main school office.

Yours sincerely



Mr Joseph  
Head of Year 8