

January 2022

Dear Parent/Carer,

Y11 Virtual Subject Evening

I would like to invite you to attend our Y11 Virtual Subject Evening on **Thursday 20th January 2022 from 4.30pm to 7.00pm.**

We are continuing to use the online booking system to arrange virtual appointments. To book online, please visit <https://rutlishschool.schoolcloud.co.uk/>.

You will be able to book your appointments from Tuesday 11th January at 6pm to Friday 14th January at 8am. Included with this letter are the following guides, which can also be found on our website [Rutlish School - Subject Evening](#):

- 'Parents' Guide for Booking Appointments'
- 'How to attend your appointments via video call'

Please note you can book up to a maximum of 8 appointments.

In order to make video calls you need to have as a minimum:

- A device with a microphone and speaker
- A compatible web browser:
iPhone/iPad: Safari (Please do not use Chrome as it will not work)
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge
Mac: Safari, Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam
- Using a headset (or earphone with a microphone) to reduce echo.

Please be aware that it is not logistically possible for all of our teachers to speak with every parent/carer of every student that they teach in any one year group. If you are unable to book an appointment with a subject teacher, please complete this [Subject Query Form](#)

If you would like to speak with Carole Green, our independent careers advisor, please complete this [Careers Form](#) and she will make contact with you after the Virtual Subject Evening.

If you have any issues or questions, please contact Ms Higginson or Ms Payne in the school office, extension 234 or 136.

Yours sincerely
Mr Price
Head of Year 11