



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

12 October 2023

Dear Parents/Carers

Year 7 Parent/Tutor Meetings

We are very proud of how our new Year 7 students have settled into an excellent working pattern. It has been a very busy time for your child, getting to know new teachers, new subjects and making friends.

We would like to discuss your child's progress and invite you to a 'virtual' meeting on **Wednesday 25 October**, where you will be able to discuss with their Form Tutor the early stages of your child's education with us. The meetings will take place remotely via video call using the Parent Evening System. They will run between 2.00pm and 6.30pm and will give you an opportunity to ask questions and tell us how you think your child has settled. In addition, the Form Tutor will have information about your child's overall attitude to learning. There will be a full Parents' Evening later in the academic year on Tuesday 23 April 2024, when you will be able to talk about your child's progress with individual subject staff.

Appointment booking

Our online booking system allows you to choose your appointment time, which will last for 6 minutes. The system will be live from **6pm on Friday 13 October to 6pm on Friday 20 October**.

Please make this appointment using our online booking system by visiting [HGS Parents Evening System](#). A short guide on how to add appointments is included with this letter. If you have any questions or difficulties, or you wish to change an appointment, please contact Reception by emailing mail@hgs.rklt.co.uk.

Please login with the information requested:

- Your first name, surname and email address (as indicated on the school's system)
- Your child's first name, surname and date of birth

Our Form Tutors very much look forward to meeting you online.

Yours sincerely

Mr Manning
Year 7 Manager

Miss V Gee
Director of Lower School

Browse to <https://harrogategrammar.schoolcloud.co.uk/>

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2009

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown (SENCO)

Mrs A Wheeler (Class 11A)

Continue to Book Appointments

Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Please only book appointments with your child's Year Manager if you need to discuss a particular issue with them.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 4: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished and have been able to book with all teachers, a green alert box will appear at the top of the page and an email confirmation will be sent automatically. Otherwise, press *click here* in the blue alert box at the top of the page to finish the booking process.

January Progress Meeting
3 appointments from 16:00 to 16:25
Tuesday, 12th January

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

Step 5: Inviting another parent/carer to join your appointments

Once you have made your bookings (or when you later log in and go to My Bookings) click on the Invite Parent/Guardian link at the top of the list of your bookings. If you have already sent an invitation this link will show as Manage Invites instead.

You will then be presented with a box asking for the details of the parent/carer to be given access.

A more detailed explanation of this step is on the following page.

My Bookings

Thursday, 16th April

Print Amend Bookings

This parents' evening is for pupils in year 10. Please enter the school via the main entrance and follow the signs for the Reception entrance for the evening (the main entrance is closed for the evening).

	Teacher	Student	Subject	Room
16:00	Mr Johnson	Ben	Science	A1
16:10	Mr Johnson	Ben	English	B1
16:15	Mr Johnson	Andrew	English	B1
16:20	Mr A. Davies	Ben	History	H1
16:25	Miss J. Brown	Andrew	Mathematics	M1
16:30	Miss J. Brown	Andrew	Science	S1

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

Inviting another parent/carer to join video calls

Teacher	Student	Subject
16:00 Mrs Anita Abell	Sophie Aaron	Science
16:05 Mr Geraint Davies	Liz Aaron	Music
10 minute gap		
16:20 Mr John Atkinson	Chris Aaron	English

Step 1:

As stated above, once you have made your bookings (or when you later log in and go to My Bookings) click on the Invite Parent/Guardian link at the top of the list of your bookings. If you have already sent an invitation this link will show as Manage Invites instead.

You will then be presented with a box asking for the details of the parent/carer to be given access.

Invite Parent/Guardian ×

You may invite an additional parent/guardian to also attend the video call.

Name *
Jane Aaron

Email *
jaaron@test.com

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron
 Liz Aaron
 Chris Aaron

Send Invite Close

Step 2: Enter details

You will then be presented with a box asking for the details of the parent/carer to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.

You **must** enter a **name** and an **email address**, as well as tick the box to consent to that person being given access to the information used to make appointments. Choose the student(s) in respect of whose appointments the access to this person is granted.

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time.

Join Video Call

Or paste this link into your browser:
<https://greenabbey.schoolcloud.co.uk/guests/video/293722?guestToken=20fac3707e344a829e24d45e46c14953>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sticlaier	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sticlaier	English

Step 3: Send invite

When you click the blue Send Invite button, an email is sent to the address entered, giving them a link and details on how to join the call.

Manage Invites ×

You may invite an additional parent/guardian to also attend the video call.

New Invite

Invite Parent/Guardian

Current Invites

To change invited guests, please remove and then invite again.

Elizabeth Aaron
eaaron@test.com
For: Liz Aaron

Resend Invite Remove

Jane Aaron
jaaron@test.com
For: Sophie Aaron

Resend Invite Remove

Close

Step 4: Manage invites

You will then see a **Manage invites** box that shows your send invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished) and allows you to **Resend** invites or **Remove** them.

If you click **Remove**, the link in the previously sent invitation will no longer work and that person can no longer join the video call