



HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL

9 January 2024

Dear Parent/Carer

### Year 10 Parent Consultation Evening

I would like to invite you to a 'virtual' Year 10 Parent Consultation Evening with subject staff on **Tuesday 30 January 2024 from 4:00pm to 7:00pm**. The consultation evening will take place remotely via video call using the Parent Evening System.

### Appointment booking

Our online booking system allows you to choose your appointment times with teachers. **The online booking system will be live from 6pm on Monday 15 January to 6pm on Tuesday 23 January 2024.**

Please visit <https://harrogategrammar.schoolcloud.co.uk/> to book your appointments. 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 email [mail@hgs.rklt.co.uk](mailto:mail@hgs.rklt.co.uk).

Please login using the following information:

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

### Appointment length

Appointments will be **5-minute** slots with the teacher. There is an additional 1 minute, acting as a buffer after the call ends, to allow the teacher to prepare for the next call. Due to timer restrictions, the system is set up to end the call after 5 minutes and this is something the teachers have no control over.

### Who can I make an appointment with?

Appointments can be made with all subject teachers. Appointments are on a 'first-come, first-served' basis, and are limited to 30 slots in total per teacher. In a small number of cases, not all parents can be seen by teachers with more than one Year 10 class, as with all parent consultation evenings. There is an option to add your name to a waiting list, if there is a particular teacher you would like to see. If an appointment becomes free, you will automatically be added to that teacher's appointment list.

Due to the number of parent appointments available with Science teachers, it may only be possible to book to see one of your child's Science teachers. This teacher will, however, be able to provide feedback across all GCSE Science courses.

Please note that many Form Tutors also teach a Year 10 class, so tutor appointments will not be available. If you wish to obtain feedback from a tutor, or from a teacher with whom you are unable to meet, please email [mail@hgs.rklt.co.uk](mailto:mail@hgs.rklt.co.uk) and the appropriate teacher or tutor will respond either by email or telephone.

Appointments can also be made with myself for any pastoral or general Year 10 matters and Mrs Karen Mitchell, our Careers Adviser. If you would like to make an appointment with either of us, please contact [DaviesSE@hgs.rklt.co.uk](mailto:DaviesSE@hgs.rklt.co.uk) and we will book around your existing appointments.

### **Accessing the video appointments on the evening**

On the evening, please log in to the [Parent Evening System](#) in plenty of time for your first appointment. Please log in using your child's school iPad and ensure this is fully charged. A guidance video detailing step by step instructions how to access the video calls will be emailed to you ahead of the evening. Once you have logged in you will be able to remain logged in and on the same meeting screen between appointments. This should help to avoid any technical issues in between appointments.

Your son/daughter is invited to join you for any video calls on the evening. We feel this enables students to fully appreciate how they are progressing and what they can do to achieve their full potential in this important year.

We look forward to seeing you online.

Yours sincerely



**Mrs K Wilkinson**  
Year 10 Manager