



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

12 December 2023

Dear Parent/Carer

Year 9 Parent Consultation Evening

I would like to invite you to a 'virtual' Year 9 Parent Consultation Evening with subject staff on **Tuesday 16 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 Tuesday 19 December 2023 to 6pm on Tuesday 9 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.

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 9 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 9 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 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 9 matters and Mrs Karen Mitchell, our Careers Adviser. If you would like to make an appointment with either of us, please contact TavernerM@hgs.rklt.co.uk and we will book around your existing appointments.



Harrogate Grammar School, Arthurs Avenue, Harrogate, North Yorkshire HG2 0DZ

Tel: 01423 531127 | mail@hgs.rklt.co.uk | www.harrogategrammar.co.uk

Headteacher: Mr N Renton | Associate Headteacher: Mrs K Moat

Harrogate Grammar School is part of the Red Kite Learning Trust, a charitable company limited by guarantee registered in England and Wales with company number 7523507, registered office: as above.

Our Privacy Notice can be found on: <https://www.harrogategrammar.co.uk/school/policies/privacy-notice-for-pupils-and-families/>



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

A handwritten signature in black ink, appearing to read 'A Thurley', written in a cursive style.

Mr A Thurley
Year 9 Manager

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 2000

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 (A2))

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) Ben | Miss B Patel Class 10E (H3) Andrew | Mrs A Wheeler Class 11A (L1) 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 | A4 |
| 16:25 | Miss J. Parker | Andrew | Mathematics | A4 |
| 16:30 | Miss J. Parker | Andrew | Science | B1 |

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 [Close]

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=20fac3707e344a829e24045e46c14953>

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 [Close]

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