

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 <a href="https://harrogategrammar.schoolcloud.co.uk/">https://harrogategrammar.schoolcloud.co.uk/</a> 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 <a href="mail@hgs.rklt.co.uk">mail@hgs.rklt.co.uk</a>.

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 <a href="mailto:TavernerM@hgs.rklt.co.uk">TavernerM@hgs.rklt.co.uk</a> and we will book around your existing appointments.









## Accessing the video appointments on the evening

On the evening, please log in to the <u>Parent Evening System</u> 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

Mr A Thurley

Year 9 Manager

# **Parents' Guide for Booking Appointments**



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



#### 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.



# 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.



# **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.



#### **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.



#### 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.



#### 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*.

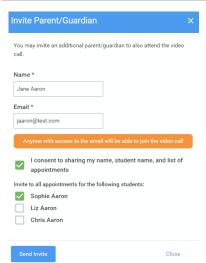
# Inviting another parent/carer to join video calls



## 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.

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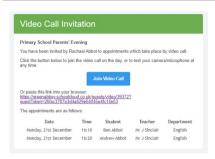


## Step 2: Enter details

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.



#### 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.



# 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