4th October 2016

Dear Parents/Carers

YEAR 11 PARENTS' EVENING

I would like to invite you to a Year 11 Parents’ Evening with subject staff on Tuesday 1st November 2016, from 4pm to 7pm.

Our online booking system allows you to choose your appointment times with teachers. The online booking system will be live from 6pm on Thursday 13th October to 6pm on Thursday 20th October.

Teachers will be roomed alphabetically in 3 main areas; the Main Hall, the Hub and G2 in the Sixth Form block respectively, so you would find it helpful to order your appointments accordingly. Please leave 5 minute gaps between appointments to allow time for movement around school.

Please visit https://harrogategrammar.parentseveningsystem.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 contact Reception on the below number.

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

We would recommend that you prioritise your appointments on the basis of the report received at the end of last term. Other than a small number of essential advance bookings, arranged on behalf of teachers, appointments are on a ‘first-come, first-served’ basis, and are limited to 36 slots in total per teacher. As a result, not all parents can be seen by teachers with more than one Year 11 class (as with all Parents’ Evenings), for which we apologise. Only GCSE PE students should make appointments with PE staff. Please note that many Form Tutors also teach a Year 11 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 send an email to mail@harrogategrammar.co.uk and the appropriate teacher or tutor will respond either by email or telephone.
On the evening, please adhere to the 5 minute limit per appointment. We would also ask parents to avoid putting the system under pressure by instigating meetings without appointments.

If you wish to discuss any general Year 11 matters and/or concerns you have about your child, please contact me to arrange an appointment time for the evening. Mrs Anne Tunstall, our Careers Adviser, will be running a drop in Careers Service Desk which will be situated in G2.

Your son/daughter is invited to accompany you 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. Students must wear full school uniform.

The school will be open from 3.55pm for parents. This allows time to prepare the rooms for the evening. Please ensure you sign in/out on the sheets in Reception on arrival and departure. An evaluation form will be handed to you when you arrive, please do take the time to complete during the evening as we value your feedback.

We look forward to seeing you.

Yours sincerely

Mrs D Smithson
Year 11 Manager
Parents’ Guide for Booking Appointments
Browse to https://harrogategrammar.parentseveningsystem.co.uk/

**Step 1: Login**
Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child’s “preferred” forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

**Step 2: Select Parents’ Evening**
Click the green tick to select the parents’ evening you want to make appointments for.

**Step 3: Choose Teachers**
Your children’s teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

**Step 4: Book Appointments**
Click ‘Book’ to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on “click here” in the yellow box at the top of the page to send the confirmation email.

**Step 5: Finished**
You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents’ evening.

**Viewing/Editing/Printing Appointments**
You can also view and print your appointments online by clicking the “Appointments” tab. Please bring a print out of your appointment times to the parents’ evening.

You can change your appointments by clicking on “Add/Edit/Delete Appointments”. There is a link at the bottom of the confirmation email which logs you back into the system.