



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

December 2018

Dear Parents/Carers

YEAR 10 PARENTS' EVENING

I would like to invite you to a Year 10 Parents' Evening with subject staff on **Tuesday 15th January 2019, 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 December to 6pm on Thursday 20th December.**

Teachers will be seated within their Faculties in the following areas:
Main Hall – English, Science, Maths, Design Technology/Art, Careers, and Mrs. Bennett

The Hub – Business, Humanities, MFL Music, Drama and PE.

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 10 class (as with all Parents' Evenings), for which we apologise. 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 send an email to mail@harrogategrammar.co.uk and the appropriate teacher or tutor will respond either by email or telephone.



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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 10 matters and/or concerns you have about your child, please contact me to arrange an appointment time for the evening.

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.

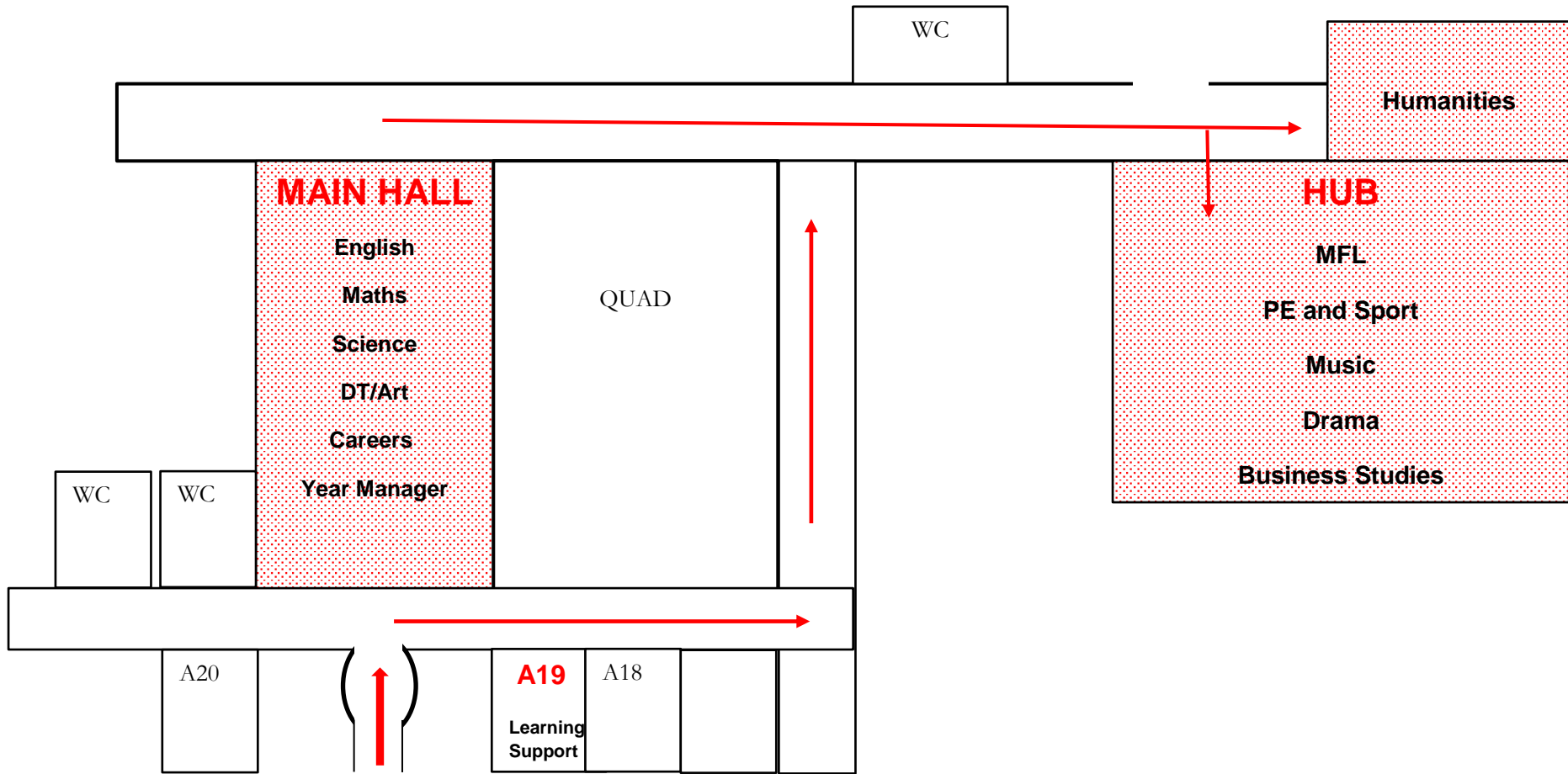
Yours sincerely

Mrs. C Bennett
Year 10 Manager





YEAR 10 PARENTS' EVENING ROOMING



FRONT ENTRANCE

GROUND FLOOR PLAN

Parents' Guide for Booking Appointments

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

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mr <input type="text"/>	John <input type="text"/>	Smith <input type="text"/>
Email Address	Confirm Email Address	
john.smith@gmail.com <input type="text"/>	john.smith@gmail.com <input type="text"/>	

Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah <input type="text"/>	Smith <input type="text"/>	26/11/2005 <input type="text"/>

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be email 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

Select a parents' evening to add appointments:



Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30



Continue

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

- Automatic
Automatically book the best possible times based on your availability
- Manual
Choose the time you would like to see each teacher

Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Alternatively, if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the . To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Mianadad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

Step 4: 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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Step 5b (Manual): 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

	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	+		+

Add Appointment
✕

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

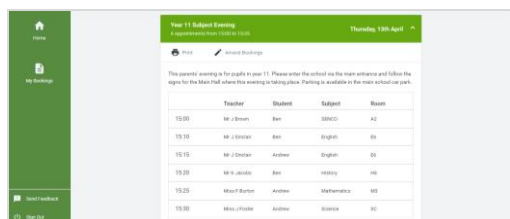
I'd like to discuss Ben's homework.

Save

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

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



Teacher	Student	Subject	Room
16:00	Mr J Brown	Ben	SENCO: A2
16:30	Mr J Sinclair	Ben	English: H6
16:50	Mr J Sinclair	Andrew	English: H6
16:50	Miss J Gibbs	Ben	History: H6
16:25	Miss D Burton	Andrew	Mathematics: M4
16:50	Miss J Gibbs	Andrew	Science: H6

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.



Home | **Appointments**

Print Appointments

Select Evening

Parents' Evening
24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

Add/Edit/Delete