March 2019

Dear Parents/Carers

YEAR 7 PARENTS’ EVENING

I would like to invite you to a Year 7 Parents’ Evening with subject staff on Tuesday 9th April 2019, from 4pm to 8pm.

Our online booking system allows you to choose your appointment times with teachers. The online booking system will be live from 6pm on Tuesday 26th March to 6pm on Tuesday 2nd April.

Teachers will be seated within their Faculties in the following areas:
Main Hall – Humanities, Music, Science, Maths and Mrs. Smithson
The Hub – English, MFL, PE, Art/Design

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 7 class (as with all Parents’ Evenings), for which we apologise. Please note that many Form Tutors also teach a Year 7 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 7 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 this during the evening as we value your feedback.

Our PTA and PE team will be selling second hand uniform from A18 on the night of the Parents’ Consultation Evening. Items will be priced from £5 and include PE tops, skorts, shorts, hoodies, rugby tops, branded skirts, trousers and blazers.

We look forward to seeing you.

Yours sincerely

Mrs. D Smithson
Year 7 Manager
Parents’ Guide for Booking Appointments

Browse to https://harrogategrammar.parentseveningsystem.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 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: 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.

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.

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.

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.

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.