



The Sixth Form
at Harrogate Grammar School

Friday 19 July 2019

Dear Parents/Carers

YEAR 13 PARENTS' CONSULTATION EVENING

I would like to invite you to a Year 13 Parents' Consultation Evening with subject staff on **Tuesday 17th September 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 6.00pm on Thursday 5th September to 6.00pm on Thursday 12th February.**

The Year 13 Parents' Consultation Evening will take place in main school.

Teachers will be seated within their Faculties in the following areas:

Main Hall – Humanities, MFL, Performing Arts, Music, PE, Social Sciences

The Hub – Art & Design, English, Maths, Science

Please leave 5 minute gaps between appointments to allow time for movement around school. A seating plan is attached for your guidance and information.

Please visit <https://harrogategrammar.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter.

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

Please be aware that this is a 'first-come, first served' system and appointments are limited per teacher. If you are unable to meet with a teacher and wish to obtain feedback, please send an email to sixthform@harrogategrammar.co.uk and the appropriate teacher will respond either by email or telephone.

The following members of the Sixth Form Team will be available for drop-in meetings:

- Mr Powell - Director of Sixth Form
- Mrs Jackson - Student Support Manager
- Dr Gregson - Student Adviser

A member of Learning Support will also be available for drop-in meetings between 4.00pm – 6.00pm in **A19**.

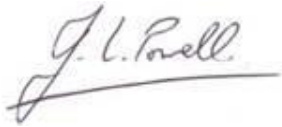
We thoroughly advise that your son/daughter accompanies you on the evening. We feel this enables students to fully appreciate how they are progressing and what they can do to achieve their full potential.

The school will be open from 3.55pm for parents/carers. Please ensure you sign in/out on the sheets at Main School Reception on arrival and departure. There will be refreshments available in the Hub throughout the evening.

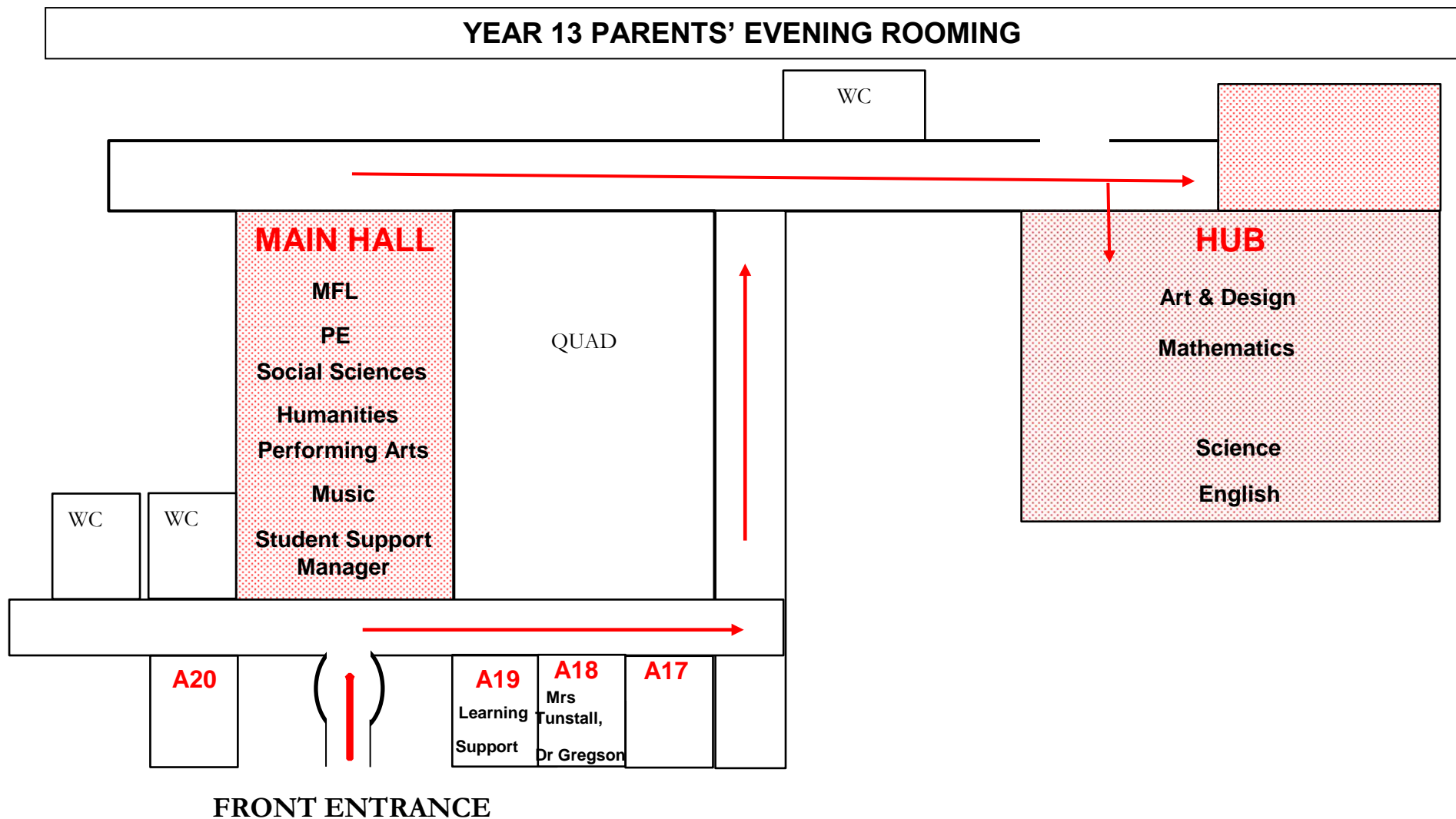
If you have any questions or difficulties, or you wish to change an appointment, please contact Sixth Form Reception on 01423 535235.

We look forward to seeing you.

Yours sincerely



Jonathan Powell
Director of Sixth Form



GROUND FLOOR PLAN

Parents' Guide for Booking Appointments

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

Parents' Evening System
 Welcome to the Carlside High School 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:

Email Address: Phone Number:

Child's Details

First Name: Surname: Registration Class:


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).

Registration class – eg: 10NDB

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

Step 2: Select Parents' Evening

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

Step 2 of 3: Choose Teachers
 Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

English

French

Geography

History

Mathematics

Physical Ed

Science

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name. 'Guidance' and 'Class' refer to your child's form tutor.

Click on the Continue button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English E5	Mr A Gray French F2	Mr A Pinkney Geography G5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:15	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:20	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:30	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:35	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:40	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:45	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:50	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:55	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
17:00	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>

Confirm & Add Message
 Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

 65 characters left

Step 4: Make 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.

All Finished!
 Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
 To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

Appointments

Select Evening: Parents' Evening 24/01/2013

Time	Teacher	Subject
16:00		
16:05		
16:10		
16:15		
16:20	Mr A Pinkney	Geography (G5)
16:25	Mr J Atkinson	English (E5)
16:30	Mr A Gray	French (F2)
16:35		
16:40	Mr K Jacobs	History (H6)
16:45		
16:50	Mrs L Vernon	Mathematics (M4)
16:55		
17:00		
17:05		
17:10		
17:15		
17:20		
17:25		

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. 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.