



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

30 June 2020

Dear Parents/Carers

Year 9 Student/Tutor Meetings

Following our previous letter regarding the plan for the final two weeks of term, we would like to invite you to book a 30-minute appointment for your child to meet with their Form Tutor. This meeting will take place in school during the w/c 13 July 2020.

Our online booking system allows you to choose your appointment times with teachers. **The online booking system will be live from 6pm on Friday 3 July and will close at 6pm on Wednesday 9 July.**

Please visit <https://harrogategrammar.schoolcloud.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

If you have any issues with transport to school or the student cannot come in to school as they or a member of the household is shielding, please still book an appointment time. Please then contact us at mail@harrogategrammar.co.uk, stating that you would like a virtual appointment instead, along with the student's name, form group and date of appointment. The Form Tutor will then arrange a virtual meeting via Microsoft Teams.

Yours sincerely

Mrs Ellenthorpe
Year 9 Manager