



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

2 December 2020

Dear Parents/Carers

Year 10 Parents' Consultation Evening

I would like to invite you to a 'virtual' Year 1- Parents' Evening with subject staff on **Tuesday 12 January 2021 from 4:00pm to 7:30pm**. Due to current restrictions the parents' evening will take place remotely via video call using the Parent Evening System which was successfully used for the Year 11, 12 and 13 parents' consultation evening in earlier this term.

Appointment booking

Our online booking system allows you to choose your appointment times with teachers. **The online booking system will be live from 6pm on Wednesday 9 December to 6pm on Wednesday 16 December.**

Please visit <https://harrogategrammar.schoolcloud.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 number below.

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

Appointment length

Appointments will be **5-minute** slots with the teacher. There is an additional 1-minute acting as a buffer after the call ends to allow the teacher to prepare for the next call. Due to timer restrictions the system is set up to end the call after 5 minutes and this is something the teachers have no control over. Please log in to the system prior to your first appointment. Once you have logged in you will be able to remain logged in and on the same meeting screen between appointments. This should help to avoid any technical issues in-between appointments.

Who can I make an appointment with?

Appointments can be made with all subject teachers. Appointments are on a 'first-come, first-served' basis, and are limited to 28 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. Only GCSE PE students should make appointments with PE staff.

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.

Appointments can also be made with the following staff members:

- Mrs Marie Ellenthorpe for any pastoral or any general Year 10 matters
- Mrs Liz Zoccolan for any Learning Support appointments
- Mrs Ann Tunstall, our Careers Adviser

Accessing the video appointments on the evening

On the evening, please log in to the [Parents' Evening System](#) in plenty of time for your first appointment. Please log in using your child's school iPad and ensure this is fully charged. A guidance video detailing step by step instructions how to access the video calls will be emailed to you ahead of the evening.

Your son/daughter is invited to join you for any video calls 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 in this important year.

After the event, an evaluation form will be emailed to you. Please do take the time to complete this as we value your feedback.

We look forward to seeing you online.

Yours sincerely



M. Ellenthorpe.

Mrs Ellenthorpe
Year 10 Manager



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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot, Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March (Open for bookings)
- Friday, 17th March (Open for bookings)
- I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

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.

Next

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. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

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 B Monamara	Andrew	French	L4

Accept Appointments (green) Cancel Appointments (red)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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).

Manual booking grid:

- Mr J Brown (SENCO (A2))
- Miss B Patel (Class 10E (H3))
- Mrs A Wheeler (Class 11A (L1))

Grid showing times (16:30-17:00) and availability (green for available, blue for booked, grey for unavailable).

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

View 17 Selected Bookings (Showing 100 Appointments)

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6
16:30 Mr J Brown	Ben	English	E6

Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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