



HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL

7 January 2021

Dear Parents/Carers

### Year 9 Parents' Consultation Evening

I would like to invite you to a 'virtual' Year 9 Parents' Evening with subject staff on **Tuesday 26 January 2021 from 4:00pm to 7:00pm**. 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 last 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 13 January to 6pm on Wednesday 20 January.**

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, although we would recommend that you **only book appointments for subjects your child is considering taking for further study at GCSE, or if you have specific concerns about your son or daughter in a particular subject**. 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 9 class (as with all Parents' Evenings), for which we apologise.

Please note that many Form Tutors also teach a Year 9 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](mailto: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 Debi Smithson for any pastoral or any general Year 9 matters
- Mrs Liz Zoccolan for any Learning Support appointments
- Mrs Ann Tunstall, our Careers Adviser

## Accessing the video appointments on the evening

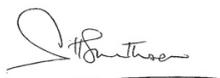
On the evening, please log in to the [Parents' Evening System](#) in plenty of time for your first appointment. Please log in using your child's school iPad and ensure this is fully charged. A guidance video detailing step by step instructions how to access the video calls will be emailed to you ahead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



**Mrs Smithson**  
**Year 9 Manager**

