



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

12 February 2021

Dear Parents/Carers

Year 8 Parent Consultation Afternoon – Tuesday 2 March

I would like to invite you to a 'virtual' Year 8 Parent Afternoon with subject staff on **Tuesday 2 March 2021 from 2.00pm to 6.30pm**. Due to current restrictions the parent consultation afternoon will take place remotely via video call using the Parent Evening System, which has been successfully used for parent consultation evenings this year.

Appointment booking

Our online booking system allows you to choose your appointment times with teachers. **The online booking system will go live from 6pm on Tuesday 16 February to 6pm on Tuesday 23 February.**

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 email mail@harrogategrammar.co.uk

Please log in 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

You are now able to invite another parent or carer to join the video call from a different location. Instructions on how to do this are attached.

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 unfortunately, not all parents can be seen by teachers with more than one Year 8 class (as with all Parents' Evenings), for which we apologise. Please note that many Form Tutors also teach a Year 8 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 Mrs Liz Zoccolan, Assistant Headteacher, SENCO.

If you would like to arrange an appointment, outside of this afternoon, with Mrs Brown, Year 8 Manager, please email her directly on cfb@harrogategrammar.co.uk to arrange a suitable time. Please arrange an appointment with Miss Smith, Director of Lower School on Tuesday 2 March if you wish to discuss any wider aspects of support or our provision. To arrange an appointment please email mail@harrogategrammar.co.uk

Accessing the video appointments on the evening

On the afternoon, please log in to the [Parent 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 afternoon. 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. Live lessons for Year 8 will take place Periods 1 to 4 on Tuesday 2 March, no work will be set during Periods 5 and 6 to allow students to attend appointments with their parents/carers.

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



Miss Smith
Assistant Headteacher, Director of Lower School



Mrs Brown
Year 8 Manager



Browse to <https://harrogategrammar.schoolcloud.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 sent to the email address you provide.

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*.

Step 3: Choose Teachers

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

Please only book appointments with your child's Year Manager if you need to discuss a particular issue with them.

Step 4: 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 and have been able to book with all teachers, a green alert box will appear at the top of the page and an email confirmation will be sent automatically. Otherwise, press *click here* in the blue alert box at the top of the page to finish the booking process.

Time	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

Step 5: Inviting another parent/carer to join your appointments

Once you have made your bookings (or when you later log in and go to My Bookings) click on the Invite Parent/Guardian link at the top of the list of your bookings. If you have already sent an invitation this link will show as Manage Invites instead.

You will then be presented with a box asking for the details of the parent/carer to be given access.

A more detailed explanation of this step is on the following page.

Time	Teacher	Student	Subject	Status
16:00	Mrs Anita Abell	Sophie Aaron	Science	Booked
16:05	Mr Geraint Davies	Liz Aaron	Music	Booked
16:20	Mr John Atkinson	Chris Aaron	English	Booked

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*.

Inviting another parent/carer to join video calls

Teacher	Student	Subject
16:00 Mrs Anita Abell	Sophie Aaron	Science
16:05 Mr Gerard Davies	Liz Aaron	Music
15 minute gap		
16:20 Mr John Atkinson	Chris Aaron	English

Step 1:

As stated above, once you have made your bookings (or when you later log in and go to My Bookings) click on the Invite Parent/Guardian link at the top of the list of your bookings. If you have already sent an invitation this link will show as Manage Invites instead.

You will then be presented with a box asking for the details of the parent/carer to be given access.

Invite Parent/Guardian

You may invite an additional parent/guardian to also attend the video call.

Name *
Jane Aaron

Email *
jaaron@test.com

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron
 Liz Aaron
 Chris Aaron

[Send Invite](#) [Close](#)

Step 2: Enter details

You will then be presented with a box asking for the details of the parent/carer to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.

You **must** enter a **name** and an **email address**, as well as tick the box to consent to that person being given access to the information used to make appointments. Choose the student(s) in respect of whose appointments the access to this person is granted.

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call

Click the button below to join the video call on the day, or to test your camera/microphone at any time

[Join Video Call](#)

Or paste this link into your browser:
<https://grassabbey.schoolcloud.co.uk/parents/video/763722?guestToken=2f6e3717e3d5a829e24c05e8b14963>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

Step 3: Send invite

When you click the blue Send Invite button, an email is sent to the address entered, giving them a link and details on how to join the call.

Manage Invites

You may invite an additional parent/guardian to also attend the video call.

[New Invite](#)

[Invite Parent/Guardian](#)

Current Invites

To change invited guests, please remove and then invite again.

Elizabeth Aaron
eaaron@test.com
For: Liz Aaron
[Resend Invite](#) [Remove](#)

Jane Aaron
jaaron@test.com
For: Sophie Aaron
[Resend Invite](#) [Remove](#)

[Close](#)

Step 4: Manage invites

You will then see a **Manage invites** box that shows your send invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished) and allows you to **Resend** invites or **Remove** them.

If you click **Remove**, the link in the previously sent invitation will no longer work and that person can no longer join the video call