



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

27 September 2021

Dear Parents/Carers

Year 11 Parent Consultation Evening

I would like to invite you to a 'virtual' Year 11 Parent Consultation Evening with subject staff on **Tuesday 19 October 2021 from 4:00pm to 7:00pm**. The consultation evening will take place remotely via video call using the Parent Evening System, which was successfully used for the all parent consultation evenings last year.

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 Tuesday 5 October to 6pm on Tuesday 12 October.**

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@hgs.rklt.co.uk.

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

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.

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 30 slots in total per teacher. In a small number of cases, not all parents can be seen by teachers with more than one Year 11 class, as with all parent consultation evenings. There is an option to add your name to a waiting list if there is a particular teacher you would like to see. If an appointment becomes free, you will automatically be added to that teacher's appointment list.

Please note that many Form Tutors also teach a Year 11 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 email mail@hgs.rklt.co.uk and the appropriate teacher or tutor will respond either by email or telephone.

Appointments can also be made with myself for any pastoral or general Year 11 matters and Mrs Ann Tunstall, our Careers Adviser via a separate booking option available to you on the main page of the Parent Evening System.

Accessing the video appointments on the evening

On the evening, 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. 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.

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 M Ellenthorpe
Year 11 Manager