



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

8 October 2021

Dear Parents/Carers

Year 7 Parent/Tutor Meetings

We are very proud of how our new Year 7 students have settled into an excellent working pattern. It has been a very busy time for your child, getting to know new teachers, new subjects and making friends.

We would like to discuss your child's progress and invite you to a meeting on **either Wednesday 3 November and Wednesday 10 November**, where you will be able to discuss with their Form Tutor the early stages of your child's education with us. The meetings will run between 3.30pm and 6.00pm. It will give you an opportunity to ask questions and tell us how you think your child has settled. In addition, the Form Tutor will have information about your child's overall attitude to learning. There will be a full Parents' Evening later in the academic year on Tuesday 5 April 2022, when you will be able to talk about your child's progress with individual subject staff.

Appointment booking

Our online booking system allows you to choose your appointment time, which will last for 10 minutes. The system will be live from **6pm on Thursday 14 October to 6pm on Wednesday 20 October**.

Please make this appointment using our online booking system by visiting [HGS Parents Evening System](#). 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 by emailing 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

We very much look forward to welcoming you into school to meet your child's Form Tutor.

Yours sincerely

Miss Moore
Year 7 Manager

Miss K Smith
Director of Lower School

Parents' Guide for Booking Appointments

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.

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

Step 5: 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*.