



The Sixth Form

at Harrogate Grammar School

Excellence For All

Monday 8 November 2021

Dear Parents/Carers

YEAR 12 PARENTS' CONSULTATION EVENING

I would like to invite you to a 'virtual' Year 12 Parents' Consultation Evening with subject staff on **Tuesday 30th November between 4.00pm to 7.00pm.**

Our online booking system allows you to choose your appointment times with teachers. **The online booking system will be live from 6.00pm on Tuesday 16th November to 6.00pm on Tuesday 23rd November.**

To accommodate student numbers appointments will be available for Sociology and Psychology subjects **only** until 8.00pm on the 30th November.

These subjects will also hold a **second** evening on **Wednesday 1st December** between 4.00pm - 7.00pm for any student who has been unable to secure an appointment.

Please note only one appointment should be made per subject.

Due to current restrictions these Year 12 Parents' Consultation Evening's will take place as virtual events.

Appointments will be **5 minute** slots with the teacher. The added 1 minute is a buffer for the call to end and for the teacher to prepare for the next call. Due to timer restrictions the system is set up to end the call after 5 minutes, this is something the teacher has no control over. Please log in to the system prior to your first appointment. Parents will not have to leave their meeting screen between appointments so we do not expect any technical issues in-between appointments. Once they have started their meetings they don't need to log out and in, or move screens/pages at all.

Please visit <https://harrogategrammar.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter.

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

Please be aware that this is a 'first-come, first served' system and appointments are limited per teacher. If you are unable to meet with a teacher and wish to obtain feedback, please send an email to sixthform@harrogategrammar.co.uk and the appropriate teacher will respond either by email or telephone.

Harrogate Grammar School, Arthurs Avenue, Harrogate, North Yorkshire HG2 0DZ

Tel: 01423 531127 | Email: mail@harrogategrammar.co.uk | www.harrogategrammar.co.uk

Headteacher: Mr N Renton | Associate Headteacher: Mrs K Moat | Director Of Sixth Form: Mr B Twitchin

Harrogate Grammar School is part of the Red Kite Learning Trust, a charitable company limited by guarantee registered in England and Wales with company number 7523507, registered office: as above.

Our Privacy Notice can be found on: www.rkl.co.uk/governance/statutory-documentation



The following members of the Sixth Form Team will also be available for virtual meetings:

- Mrs Jackson - Senior Student Support Manager
- Mrs Tunstall - Independent Careers Adviser
- Mrs Zoccolan - SENDCo

On the evening please log in to the system in plenty of time for your first appointment. Please ensure you log in via **Chrome, Firefox or Edge(Latest version)** Please refer to the separate attachment for more information on how to access video calls.

We thoroughly advise that your son/daughter joins you for these meetings. We feel this enables students to fully appreciate how they are progressing and what they can do to achieve their full potential.

If you have any questions or difficulties, or you wish to change an appointment, please contact Sixth Form Reception on 01423 535235.

Yours sincerely



Ben Twitchin
Director of Sixth Form

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

Parents' Evening System
 Welcome to the Carlside High School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: First Name: Surname:

Email Address: Phone Number:

Child's Details

First Name: Surname: Registration Class:

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Registration class – eg: 10NDB

Select a parents' evening to add appointments:

Parents' Evening
 This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Step 2 of 3: Choose Teachers
 Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside each tick to see.

English

French

Geography

History

Mathematics

Physical Ed

Science

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name. 'Guidance' and 'Class' refer to your child's form tutor.

Click on the Continue button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English (E)	Mr A Gray French (L)	Mr A Piskney Geography (G)	Mr K Jacobs History (H)	Mrs L Vernon Mathematics (M)
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:15	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:20	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:30	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:35	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:40	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:45	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:50	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:55	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
17:00	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>

Confirm & Add Message
 Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30.
 I would like to discuss how Sarah's can improve on her recent test results.
 65 characters left

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. **Optionally** enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

All Finished!
 Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
 To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

Home **Appointments**

Select Evening: Parents' Evening 24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Piskney - Geography (G)
16:25	
16:30	Mr J Atkinson - English (E)
16:35	
16:40	Mr A Gray - French (L)
16:45	
16:50	Mr K Jacobs - History (H)
16:55	
17:00	Mrs L Vernon - Mathematics (M)
17:05	
17:10	
17:15	
17:20	
17:25	

Parents' Evening
 This parents' evening is for the school via the main entrance for the Main Hall where parking is available in the...

Date: 24/01/2013

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.