



16 December 2025

Dear Parent/Carer

Year 9 Parent Consultation Evening

I would like to invite you to a **'virtual'** Year 9 Parent Consultation Evening with subject staff on **Tuesday 20 January 2025 from 4pm to 7pm**. The consultation evening will take place remotely via video call using the online Parent Evening System.

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 7 January to 6pm on Wednesday 14 January 2025.**

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 using the following information:

- Your first name, surname and email address (as indicated on the school's system)
- Your child's preferred first name, surname and date of birth

Appointment length

Appointments will be **5-minute** slots with the teacher. There is an additional 1 minute 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, 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 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 9 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 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 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 9 matters and Mrs Karen Mitchell, our Careers Adviser. If you would like to make an appointment with either of us, please contact TavernerM@hgs.rklt.co.uk and we will book one around your existing appointments.

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Headteacher: Mr N Renton, Associate Headteacher: Mrs K Moat



Learning Trust Alliance Teacher Training Teaching School Hub

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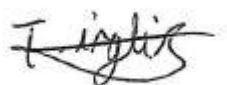
Accessing the video appointments on the evening

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.

We look forward to seeing you online.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T Inglis', with a stylized flourish at the end.

Mr T Inglis

Year 9 Manager