



HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL

8 February 2024

Dear Parent/Carer

### Year 8 Parent Consultation Evening

I would like to invite you to a 'virtual' Year 8 Parent Consultation Evening with subject staff on **Tuesday 12 March 2024 from 4:00pm to 7:00pm**. The consultation evening will take place remotely via video call using the 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 Monday 26 February to 6pm on Tuesday 5 March 2024.**

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](mailto: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, acting as a buffer after the call ends, to allow you and 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 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 8 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.

Following parent feedback, we have made some changes to the Year 8 Parents Evening to allow more parents to speak to subject teachers and shorten the length of the Parents Evening for you. For the subjects below, you will be able to book to see one teacher, ie the MFL teacher will talk to you about both French and German/Spanish. They will be able to provide feedback across the subject area.

- MFL – book to see either French, Spanish or German
- Humanities – book to see either Religious Studies, History or Geography
- Art and Design – book to see either Art, DT or Food

For any computing classes, if you would like feedback on your child's computing teacher, please email [DaviesSE@hgs.rklt.co.uk](mailto:DaviesSE@hgs.rklt.co.uk).

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 email [mail@hgs.rklt.co.uk](mailto: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 8 matters. If you would like to make an appointment, please contact [DaviesSE@hgs.rklt.co.uk](mailto:DaviesSE@hgs.rklt.co.uk) and we will book around your existing appointments.

### **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 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.

We look forward to seeing you online.

Yours sincerely



**Mrs M Ellenthorpe**  
Year 8 Manager

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

**Your Details**

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

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**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

[Log In](#)

## 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.

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Open for bookings](#)
- Friday, 17th March [Open for bookings](#)

[I'm unable to attend](#)

## 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*.

**Choose Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

## 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

## 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.

**January Progress Meeting** | Tuesday, 12th January

3 appointments from 16:00 to 16:25

Print | Amend Bookings | Invite Parent/Guardian | Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	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.

**My Bookings** | Thursday, 16th April

Print | Amend Bookings

This parents' evening is for parents or carers to meet with the class teachers and discuss the progress of their child's learning. Please arrive at the school 15 minutes before your appointment.

	Teacher	Student	Subject	Room
16:00	Mr J Brown	Ben	SENCO	A1
16:10	Mr J Brown	Ben	English	A1
16:15	Mr J Brown	Andrew	English	A1
16:20	Mr J Brown	Ben	English	A1
16:25	Miss A Wheeler	Andrew	Mathematics	A1
16:30	Miss A Wheeler	Ben	Science	A1

## 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 Geraint Davies	Liz Aaron	Music
10 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** [X]

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://greenabbey.schoolcloud.co.uk/guests/video/293722?guestToken=20fac7177e344a829e24d45e46c14953>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sticclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sticclair	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** [X]

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