



Hamilton Grammar School
Head Teacher: Graeme Sives



Education Resources
Executive Director Tony McDaid

Dear Parents/Carers,

Our S4 Parents Evening will be held on-line via a new application called SchoolCloud on Thursday 20th January. As was the case with our previous booking system, parents will have the opportunity to book online in advance by going to the website: <https://hamiltongrammar.schoolcloud.co.uk>

PLEASE NOTE: You need to type this address into your web browser's "address bar". Do not try to Google the website as this may not work.

Using the system you can login to select which appointments are available and choose those that are most convenient for you.

You will need:

- Your child's legal first and last name
- Your child's date of birth
- Information for registered parents as held by the school

The system will go live at **6:00 pm on Monday 10th January 2022** and will be open to take your bookings until **11:55 pm on Wednesday 19th January 2022**. You must make your appointments online between these times; we recommend that you make bookings as early as possible to avoid disappointment.

Once you have logged in, we suggest you use the 'Automated Booking' wizard to make your appointments. You can make bookings for up to 8 subjects. You should only select an appointment with Pupil Support if you have a pressing matter. There is a help-sheet attached which guides you through the process and a video tutorial will be made available on our website.

Troubleshooting Trip

- To login you need to enter the details we have on record for you and your child. If you've recently changed your surname, for example, and not informed us, we will be expecting you to login with the information we have on record for you
- The e-mail address you enter is only used to send a confirmation of your appointments.
- I understand that some parents/carers may not have internet access. Please contact Pupil Support to make alternative arrangements if this applies to you.

Best wishes,

Mr G Sives
Headteacher

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