



# Ellesmere

A 7 – 18 Coeducational School

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5<sup>th</sup> October 2020

Dear Parent,

I hope you are keeping safe and well. As we cannot hold face to face physical meetings it is our intention to hold an online Parents' Meeting for Year 3-4 and Year 5 on Monday 12<sup>th</sup> October. This will provide an opportunity for you to talk with your child's class teacher over a video connection to discuss progress and to give you feedback on the other subject areas that are taught by other teachers.

We are using the Parents' Portal for this which has a video facility so you will connect via the Portal for the meeting. You will need to log in on a device that can handle a video call. You will also be able to book your appointment for the meeting through the Portal. We are offering twenty minute appointments through Monday afternoon and early evening and we have added on some times for Thursday afternoon, in case you find the ideal time that suits you on Monday has already gone. Each appointment will be for twenty minutes with five minutes between appointments to allow the teacher to prepare for the next meeting. With regard to subjects that the class teacher does not teach, Mrs Morgan and Mrs Phillips are consulting with those subject teachers and will give you feedback on them during your online meeting. If you have any specific questions relating to those subjects it would be appreciated if you could email those in to Mrs Phillips or Mrs Morgan a day or more in advance.

Mr Hassard, our IT Manager, has written a guide for you, as attached, and will support you if you have any difficulties.

Would you please login to the Portal in the usual way and use this guide to navigate to where you can book your appointment. The guide takes you through how to be online and connect for the meeting at the chosen time.

This is the first time we have used the Parents' Portal in this way and we have run a number of tests on it to ensure both teacher and parent can connect. We are all working to new 'norms' and I thank you in advance for adjusting to this new approach.

Yours sincerely,

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