



Ellesmere

A 7 – 18 Coeducational School

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29th June, 2023

Dear Parent,

AS/A LEVEL – THURSDAY 17TH AUGUST GCSE – THURSDAY 24TH AUGUST

I hope you are keeping safe and well. As we move towards the publication of the A Level and GCSE exam results, I write to remind you that results are sent out by email to students directly via their **Ellesmere email account** at 8.15am. To access this method A Level and GCSE students will need to access www.ellesmereonline.com and log into their Ellesmere Outlook email account.

Please remind them to check that their inbox is not full, as a full inbox will cause the email to bounce back and make the results not available to them. If it is full, or close to full, they should delete emails held in there on receipt of this letter. In addition to the email to the students, parents will be able to view the examination results via our **Parents' Portal**. Once you have logged in to the portal, go to the left-hand side menu and select Assessments to see your son's/daughter's examination information.

I appreciate that you will have already made use of the portal facility, as it is the one we use for period grades, so please accept my apologies for pointing the following out but it is here as a reminder.

To access the Portal you will have received an email from our Director of IT, Mr. A Hassard, sometime ago, with your unique username and password. Please follow the instructions in that email to test that you can access the portal. If you have not had that email or misplaced it, then email him immediately (andy.hassard@ellesmere.com) and he will set it up again and resend it out to you by email. Please test it all works in good time, as this will make results day run more smoothly.

Students may come into school to collect a copy of their results in reception after 9.00am if they wish.

Yours sincerely,

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www.ellesmere.com

A Woodard School

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