



Ellesmere

A 7 – 18 Coeducational School

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18th March 2022

Dear Parent,

There will be online Parents' Meetings for Year 10 on Wednesday 30th March and Thursday 31st March 2022 from 2.00pm until 7.30pm. This will provide an opportunity for you to talk with your child's subject teachers and tutor over a video connection, to discuss progress. If you have any specific concerns it would be most helpful if you could e-mail those to your child's tutor as soon as possible to give them time to consult with the appropriate teacher, or at least one day in advance of the meeting.

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. Each appointment will be for ten minutes with five minutes between appointments to allow the teacher to prepare for the next meeting. Please note that Mrs Waddams is taking a school trip out on these dates so her appointments are scheduled on Tuesday 29th March and Friday 1st April instead.

Mr Hassard, our Director of ICT, 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.

I appreciate that you may want a follow up discussion with certain subject teachers in person. If that is the case, would you let the tutor know and that will be arranged.

Yours sincerely,

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A Woodard School

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