



Ellesmere

A 7 – 18 Coeducational School

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9th March 2022

Dear Parent,

There will be online Parents' Meetings for Year 12 on Wednesday 23rd March and Thursday 24th March 2022 from 2.00pm until 8.00pm. This will provide an opportunity for you to talk with your child's teacher over a video connection, to discuss progress and to give you feedback.

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 login on a device that can handle a video call. You will also be able to book your appointments for the meetings through the Portal. Each appointment will be for ten minutes. You can also make an appointment with your child's tutor.

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.

Yours sincerely,

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A Woodard School

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