Ellesmere

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Dear Parent,

I hope you are keeping safe and well. There will be on-line Year 13 Parents' Meetings, on Wednesday 10th and Thursday 11th November, 2.00pm – 7.30pm. This will provide an opportunity for you to talk with your child's tutor over a video connection, to discuss progress and to give you feedback on each subject your child is studying. The tutor is currently collating feedback from each teacher of your daughter/son and will have that ready to share with you at the Parents' Meeting. 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 is fifteen minutes, with five minutes between, which you will be able to see when you log into the portal to choose your appointment slot. If you wish to speak to one or more of your child's subject teachers directly this can be arranged to take place a week or two after the Parents' Meeting. Please let your child's tutor know who you would like to see, and whether in person or online, so arrangements can be made.

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,

S.V. Pritt-Roberts