



# Ellesmere

A 7 – 18 Coeducational School

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Dear Parent,

I hope you are keeping safe and well. As I am sure you understand, given the current climate we cannot hold a whole year, face-to-face, physical meeting. I feel it is important however that we provide the opportunity for Year 6 parents to have a conversation and therefore it is our intention to hold an online Parents' Meetings for Year 6 on Monday 18<sup>th</sup> January 2021 and a further session on Thursday 21<sup>st</sup> January, 2021 for those that cannot book onto the Monday session. Both sessions will run from 3.00pm until 7.00pm. This will provide an opportunity for you to talk with Mr Hutchings over a video connection, to discuss progress and to give you feedback on each subject your child is studying. Mr Hutchings 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 him 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.

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.

We have run a number of tests on it to ensure that both tutor and parent can connect. This will be the fourth meeting we have run online this academic year so it is now tried and tested. 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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