



Ellesmere

A 7 – 18 Coeducational School

S Morgan
Head of Lower School
01691 626511
Email: Shan.Morgan@ellesmere.com

24th January 2024

Dear Parent,

The Parents' Meetings scheduled for Year 6 parents are online **Thursday 1st February 4.00pm – 6.00pm** and in-School **Monday 5th February 3.00pm – 7.00pm**.

Please only book **one** appointment with any of the subject teachers required on either the online or the in-School Meetings. If your child's tutor also teaches them, then a double slot may be booked (ideally consecutively). Please do not book appointments for swimming or games, only PE as this is an academic subject.

It is usual that children **do not** stay to attend the in-School Parents' Meetings. Instead, families should maintain their usual arrangements so that children go home at 5.30pm. Please do not ask pupils to wait for families, as there is no supervision for the children at that time.

A PDF attachment is provided alongside this letter to help explain the process of booking appointments on the Portal.

Yours sincerely,

S E Morgan

Ellesmere College, Ellesmere, Shropshire SY12 9AB
Tel: 01691 622321 Fax: 01691 623286
www.ellesmere.com

*A Woodard School
Registered Charity number 1103049
Ellesmere College Ltd is a company, registered in England, no: 5066406*