



S Owen
Head of Lower School
01691 626511
Email: sharon.owen@ellesmere.com

26th January 2023

Dear Parent,

Recently, Mrs Pritt-Roberts sent a letter to parents to explain the new system for online/in-School Parents' Meetings. For both formats, in-School or online, we will be using an appointment system which is accessed through the Parents' Portal. It is hoped that this will improve the experience by providing parents with a clear schedule for the evening, thereby reducing queue time. It is appreciated that work commitments, child care arrangements or travel distances can make it difficult for some parents to attend in person, which is why we are offering the online option on a different evening.

The Parents' Meetings scheduled for Year 6 parents are in-School - **Monday 13th February 3.00pm – 7.00pm** and on-line **Wednesday 15th February 4.00pm – 6.00pm**.

Please only book **one** appointment with any of the subject teachers required. The class teacher will feed back on Geography and History so parents of children in 6F do not need to book slots with Mr Hutchings. Please be mindful that certain 'during school time' slots may not be available to book as teachers will be teaching curriculum at that time.

For the in-School meeting the Support for Learning Departmental discussions are in ground floor classrooms and all subject teaching staff will be found on the top floor of Lower School.

It is usual that children **do not** stay to attend the in-house 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 this time.

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

Kind regards,

Ellesmere College, Ellesmere, Shropshire SY12 9AB

Tel: 01691 622321 Fax: 01691 623286

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