



Ellesmere

A 7 – 18 Coeducational School

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Dear Parent,

I hope you are keeping safe and well. There will be an online Parents' Meeting for Year 7 on Monday 7th February, 2.30pm until 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 will be for twenty minutes with five minutes between appointments to allow the teacher to prepare for the next meeting. 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.

If you would prefer to meet face to face that can be arranged, please let your child's tutor know who you would like to meet with and provide three options of days/dates. If you wish to meet with several teachers please allow two or three hours. The tutor will liaise with subject teachers and identify a day that is mutually convenient.

Yours sincerely,

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A Woodard School

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