



# Ellesmere

A 7 – 18 Coeducational School

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Dear Parents,

I am pleased to share with you an online facility for parents called **Parents' Portal**. The intention is to enable parents to be able to view their child's examination timetable online (external examinations) along with some other information such as their lesson timetable, their exam results to date and their period grades. You can also check the information we hold is accurate; telephone numbers, address, email, etc and notify us if it needs amending.

To access this you will shortly receive an email from our I.T. Manager, Mr A Hassard, with your unique log in and password. Please do follow the instructions in that email to test that you can access the portal and see the information outlined above. If you do not receive an email about this by the end of this month then please check your folders for junk mail and spam (just in case it has gone in there) and if not to be found then ring Reception and let them know. They will investigate the matter with our I.T. Manager.

We intend to develop this over time so more information will become available. Once you have logged in go to the left hand side menu and select Assessments to see your child's examination timetable. Period Grades can be viewed in the menu under 'Subjects'. If you do not receive information by email (by virtue of our Parentmail system) then we do need you to register to do so. I would appreciate it if you could contact Reception to inform them and you will be added onto the system.

Yours sincerely,

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[www.ellesmere.com](http://www.ellesmere.com)

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