exeter college

Hele Road
Exeter EX4 4JS
Tel: 01392 400500
www.exe-coll.ac.uk

Principal: John Laramy

Parent / Guardian of
«initials» «p_surname»
«a_name»
«a_reference»

Your Parent Portal Reference: «s_id»

Dear Parent/Guardian of «firstname»,

We hope that your young person has enjoyed their start to the new College year, and that our induction events have helped them to make new friends and settle in.

At Exeter College we know that keeping parents and guardians updated is an important way that we can ensure our learners thrive and succeed with us. **I am therefore writing to give you important information about how to access our 'Parent Portal'.**

Once you have registered using the instructions outlined on the reverse of this letter, our Parent Portal will give you access to the following information about your young person's programme with us:

- Their four Progress Reports (more information on the reverse of this letter)
- Their attendance
- Their timetable
- Their Personal Tutor's email address

Once registered, you will be able to log in throughout the duration of their study with us simply by using your email address and password.

We hope that you find the Parent Portal a useful and convenient way of accessing information about your young person's progress throughout the year. We also have parent/guardian evenings (dates on reverse of this letter) to give you an opportunity to discuss the academic progress of your young person with their teachers. These events will be held online using specialist parent liaison event software, 'School Cloud'. We will be in touch before each event to release appointments to you and give you instructions for how to log in.

Finally, we know that the start of a new academic year is an important time for young people to start great habits to set them up for a happy and successful year. We know that parents want to support them with this. We therefore have a very early parent event, **Meet the Tutor 4.30-5.00pm Monday 18th September 2023**, when you can meet your young person's personal tutor to hear more about the course they are studying, our expectations and support and how you can support them with their college studies at home. We hope you can join us; more information is on the reverse of this letter.
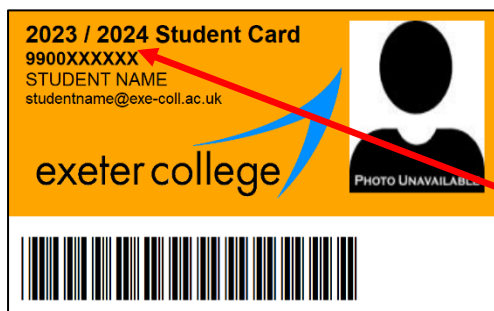
With very best wishes,

Jade Otty
Vice Principal, Exeter College

Instructions for joining our Parent Portal:

Our 'Parent Portal' can be accessed at our website by visiting **parent.exe-coll.ac.uk**. To register you will need first enter your details, then from your home page you will be able to link yourself to your young person(s) using the following three pieces of information:

2023 / 2024 Student Card
9900XXXXXX
STUDENT NAME
studentname@exe-coll.ac.uk

exeter college

PHOTO UNAVAILABLE

1. The unique parent portal registration number found on this letter above

2. Your young person's date of birth

3. Your young person's student reference number at Exeter College, which can be found on their College ID card as shown here (it will start 9900)

Meet the Tutor (our Early Parents' information evening for all students)

Monday 18th September 4.30-5.00pm online

This event is to give you the opportunity to meet your young person's personal tutor for the year and hear a little about what they will do this year on their course and the support on offer. It will be held online. You will receive an email inviting you to register to attend.

Progress Reports

These reports will give current working grades and effort grades for your young person for each subject they study. They will be published on the Parent Portal on the following dates:

Progress Report 1: Thursday 19th Oct 2023

Progress Report 3: Thursday 29th Feb 2024

Progress Report 2: Thursday 14th Dec 2023

Progress Report 4: Friday 26th April 2024

Parents' Evening dates

Parents evenings are online. Year 1s are for those in their first year on a programme (so for some learners if they have changed course or progressed from level 1 or 2, it may not be their first year in the college) We will email you to invite you to book appointments with your young person's teachers. Parents evenings are on the following dates:

Year 1 Parents Evenings: Tuesday 5th March 2024 5.00-8.00pm and Thursday 14th March 2024 5.00-8.00pm

Year 2 Parents Evenings: Tuesday 7th Nov 2023 5.00-8.00pm and Thursday 16th Nov 2023 5.00-8.00pm