

Principal: Richard Spencer



Downham Road, Ely, Cambridgeshire, CB6 2SH

t: 01353 667763

e: office@elycollege.co.uk

w: www.elycollege.com

29th September 2017

To: Parents/Carers of Y11 students

Dear Parent/Carer

Y11 Parents' Consultation Evening

The Year 11 Parents' Consultation Evening is scheduled for **Tuesday 10th October**. Consultations will take place in the main hall, dining room and science rooms (A Block). Car parking will be available in front of the school reception. Please note during the evening our SENCo will be available should you wish to see her, along with our EAL (English as an Additional Language) Co-ordinator. Mrs Mustill will also be available on this evening if you have any questions or queries about progress.

The College makes use of an online appointment booking system for Parents' Evening. This allows you to select your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 6pm on Friday 29th September and will close at midday on 9th October. Should you wish to make any changes after this time please contact your child's House Office, where the Student Support Assistant will be able to make the necessary arrangements.

Please visit <https://elycollege.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter). Login with the following information:

Student's first name, student's surname and date of birth (as per the College's records).

If you do not have access to the internet or encounter any other difficulties, please contact your child's House Office, where the Student Support Assistant will be happy to add appointments for you. Alternatively, if you prefer, you can send your child to the House Office to book appointments on your behalf.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jayne Brown', written over a horizontal line.

Ms Jayne Brown
Vice Principal



