

Principal: Richard Spencer



Downham Road, Ely, Cambridgeshire, CB6 2SH

t: 01353 667763 – Ely College

e: office@elycollege.co.uk

w: www.elycollege.com

22nd May 2018

Dear Parent/Carer

Communicating with Home

Over the past two years we have endeavoured to improve the way in which we communicate with home, as we know how important this is.

We use many different methods of updating you with information about your child and the work of the college. Most parents tell us that using our website, receiving emails and following our social media accounts help keep you informed.

In 2016/17 the college spent almost £8,000 on postage costs. A large proportion of this spend was as a result of the fact that we do not hold a valid email address for 6% of our parents. In the future, we will not be able to sustain that expense, so no letters will be posted home with effect from 4th September 2018. We will continue to email letters home via InTouch and upload them to the Parent section of the school website.

In the meantime, please may we urge you to make contact with our Data Team: datateam@elycollege.co.uk or your child's House office, to provide us with an up to date email address so that we can communicate with you electronically.

For more information about how we use and protect the data we hold about you and your child, please see our privacy notice and further information which can be found at www.cmatrust.co.uk/gdpr If, for whatever reason, it is not possible, or you do not wish to provide an email address, then all letters we send home are regularly uploaded to the college website and would direct parents there www.elycollege.com

Please don't hesitate to contact us should this present any problems to you. Thank you for your valued support.

Yours faithfully

A handwritten signature in black ink, appearing to be "R Spencer", written over a light blue horizontal line.

Richard Spencer
Principal

