



16th February 2024

Dear Parent/Carer

Contact Information

As we reach the end of another busy and productive half term I wanted to write and thank you all for your ongoing support and engagement with the college. The recent parent newsletter highlights some of the many opportunities and experiences the students have enjoyed in the past few weeks, and we are proud of their achievements.

We appreciate there are many reasons you may need to contact college and I wanted, at this point in the year, to remind you of our processes. To enable us to respond to you in a timely and efficient manner all communication should come to the college through your child's House team. When contacting through email please use the appropriate address below to ensure it is seen and responded to by the correct person:

EtheldredaHouse@elycollege.co.uk

FranklinHouse@elycollege.co.uk

ScottHouse@elycollege.co.uk

SeacoleHouse@elycollege.co.uk

TuringHouse@elycollege.co.uk

We aim to respond to all communication with 48 hours, and I ask for your patience in awaiting a response. Copying in more than one person can increase the time it takes to respond and does not increase the priority of your communication - it should be avoided wherever possible. Your support with following our school systems is appreciated.

If you are contacting us due to your child being unwell and absent from school, then please call the absence line directly: 01353 667763 or email: attendance@elycollege.co.uk

Wishing you all a lovely half term break.

Yours faithfully

Simon Warburton
Principal