

1st May 2026

Dear Parent/Carer,

Year 7 Meet the Tutor Event Tuesday 12th May 2026

We would like to invite you to make an appointment to meet with your child's form tutor on Tuesday 12th May between 3:30 pm and 5.30pm.

This is an opportunity for you to meet with your child's form tutor to discuss how they have settled into secondary school and to discuss any other relevant matters pertaining to their success at the College. Please be mindful that these consultations are limited to 10 minutes per student.

All appointments for this event will take place in the Bishop Laney Sixth form Centre in the Needham's block. Please arrive at this reception rather than the main school reception 5 minutes ahead of your appointment.

Parking is available outside of this building accessible via the layby entrance however this is limited and we therefore ask that if you live locally and are able to, please walk or cycle.

You will be welcomed by your child's House Senior Tutor/Head of House and Student Guides will be available to offer support whenever necessary. We strongly encourage you to visit with your child so that they can be involved in the process.

If you are not able to attend this event in person, online appointments will also be available.

Some of these appointments will take place in upstairs rooms with access to a lift. Please contact your child's House Office in advance if you will require further assistance.

Appointments can be made from 6.00pm on Tuesday 5th May until 12.00pm on Monday 11th May via the College's Parents' Evening & Events System.

Please visit [SchoolCloud - Ely College & Bishop Laney Sixth Form](#) to book your appointment and log in 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 an appointment for you.

Yours faithfully,

Miss Georgia Chinnery
Assistant Principal