

Principal: Richard Spencer



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12th December 2016

To: Parents/Carers of Y9 students

Dear Parent/Carer

Y9 Parents' Consultation Evening

The Year 9 Parents' Consultation Evening is scheduled for **Thursday 5th January**. 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 Thursday 15th December and will close at midday on 4th January. 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", written over a horizontal line.

Ms Jayne Brown
Vice Principal

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