

Principal: Mr Richard Spencer



27th March 2017

Downham Road, Ely, Cambridgeshire, CB6 2SH

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e: office@elycollege.co.uk

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Dear Parent/Carer

Technology Department: Construction

I am writing to express my concern about the progress that is being made with your son/daughter’s controlled assessment task. Year 11 is extremely busy for all students and by not keeping up to date with the classwork and homework this will have an effect on their overall grades.

Each student is issued with deadlines for the work that they need to complete. It is extremely important that they keep to these deadlines to reduce stress levels as the final deadline approaches.

We would strongly recommend that your son/daughter attends the coursework clinic. The days and times of these sessions are detailed below:

Week A Tuesday lunchtime

Week B Friday lunchtime

Every Tuesday after school 3:10 to 4:15

Every Thursday after school 3:10 to 4:15

Please complete and return the reply slip attached as acknowledgement. If you have any questions please do not hesitate to contact myself via email at vcollin@elycollege.co.uk

Yours faithfully

Miss V Collin

Subject Leader – Technology



Design Technology Coursework Clinic - Miss V Collin

Name of Student:.....

Design Technology subject:.....

Please tick the correct statement:

- I acknowledge receipt of the letter and my son/daughter will be/not be attending the Design coursework clinic on Monday between 3:15-4:15

Please indicate the session your son/daughter will be attending:

- Week A Tuesday lunchtime
- Week B Friday lunchtime
- Every Tuesday after school 3:10 to 4:15
- Every Thursday after school 3:10 to 4:15

Parent/Carer signature:..... Date:.....

Parent/Carer name:.....

