

Principal: Richard Spencer



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24<sup>th</sup> January 2020

Dear Parent/Carer

### Year 8 Parents' Consultation Evening

The Year 8 Parents' Consultation Evening is scheduled for 11<sup>th</sup> February 2020. Consultations will take place in the main hall, dining room and science rooms (A Block). Car parking will be available in front of the school reception. Please note during the evening our SENCo will be available should you wish to see her, along with our EAL (English as an Additional Language) Co-ordinator.

The college makes use of an online appointment booking system for Parents' Evenings. This allows you to select your own appointment times with teachers and you will receive an email confirming your appointments. Appointment bookings are made on a first come, first served basis.

Please be aware that a number of staff: Mr Mawby, Miss Gillett-Ratley, Ms Edwards, Mr I Burke, Ms Hill, Miss Upton, Mrs Chiy, Mrs Adegoke, Mr Scott, Mrs Kelleher, Ms Salinas, Mrs Barton, Mr Bausor, Miss Collins, Mr Fisher, teach more than one Year 8 class. This may result in them being unable to schedule appointments for every student they teach. Therefore, can we please request that you only seek an appointment with these members of staff if you have particular concerns about your child's progress in their subject area. If you are unable to book an appointment with a specific teacher, then staff are always happy to email you an update on your child's progress. Please email the member of staff direct to request this.

Ms C Seymour has been called for Jury Service during this time, so unfortunately is unable to attend this parents' evening. She is more than happy to email drama updates for your child, please contact Ms Seymour direct for this information: [cseymour@elycollege.co.uk](mailto:cseymour@elycollege.co.uk)

Appointments can be made from 6.00pm on Monday 27<sup>th</sup> January 2020 and will close at 6.00pm on Monday 10<sup>th</sup> February 2020. 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. 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 purple ink that reads 'S. Goodey'.

Mrs S Goodey  
Assistant Principal

