

Principal: Richard Spencer



ELY COLLEGE

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29th April 2019

To: Parents/Carers of Y7 students

Dear Parent/Carer

Y7 Parents' Consultation Evening

The Year 7 Parents' Consultation Evening is scheduled for **Tuesday 7th May 2019**. 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. However, 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.

Appointments can be made from 6pm on 29th April and will close at 6pm on 6th May. 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).

Our English Teacher, Mrs C Novick, will be available to meet with parents/carers of Mrs N Burke's English groups. The booking will remain in the name of Mrs N Burke though.

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

Mrs S Goodey
Assistant Principal



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YEAR 7 PARENTS' CONSULTATION EVENING

Tuesday 7 May 2019

