

Wednesday 7<sup>th</sup> March 2018

Dear Parent(s) / Carer(s)

**Year 10 Parents' Consultation and Options Evening – Thursday 15<sup>th</sup> March 2018**

The Parents' Consultation Evening for Year 10 students will take place on Thursday 15<sup>th</sup> March, during which time you will have the opportunity to come into the Academy to discuss your son / daughter's progress. **All parent(s) / carer(s) are expected to attend.** There will be the opportunity for short appointment slots with your child's teachers to discuss their progress in subject areas. All teachers will be seated in the Sports Hall. Please note that it is a very busy evening and you may be expected to wait a short while to see all the teachers.

The school has introduced a new initiative, an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

The window to book appointments will open on Wednesday 7<sup>th</sup> March and will close on Thursday 15<sup>th</sup> March at 12.00pm. Should you wish to make any changes after this date please contact the Academy's reception on the main phone number or on [admin@chelsea-academy.org](mailto:admin@chelsea-academy.org).

Please visit <https://chelseaacademy.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) You will need to log in with your child's date of birth and the login code you have been given.

If you do not have access to the internet or a smartphone, please visit the Academy reception in person to book your appointments.

Year 10 students are expected to attend with their parent(s) / carer(s) **in full Academy uniform**. So that teachers can see as many parents / carers as possible, appointments are kept to a maximum of 5 minutes. If there are issues that require further discussion, a separate appointment for a later date should be made.

The evening will begin at **4.15pm**. Please note that parents will not be allowed on site before 4.15pm and the last appointment time will be 7.25pm.

Yours sincerely,

Miss H Malpas  
**Head of Year 10**

**Parents' Guide for Booking Appointments** - visit <https://chelseaacademy.parentseveningsystem.co.uk/>

<p><b>Parents' Evening System</b></p> <p>Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.</p> <p>Parent Login Code: 10139309 Student DoB (dd/mm/yyyy): 20/07/2000 Email Address: john.smith@gmail.com Confirm Email Address: john.smith@gmail.com</p> <p><input type="button" value="Login &amp; Continue"/></p>	<p><b>Step 1: Login</b></p> <p>Please fill out all the details on the page. A confirmation of your appointments will be emailed to you (if you provide your email address).</p> <p>Enter the login code found in the letter.</p>																																																																																																																																																																																																																												
<p><b>Parents Evening Booking</b></p> <p>Hi John</p> <p>Select a parents' evening to add appointments:</p> <p><input checked="" type="checkbox"/> Parents' Evening This parents' evening is for all pupils. Please note the school will be closed on this date and please use the sign for the week that before this evening by clicking on the link available in the email you get. Date: 24/01/2013 Time: 16:00 - 20:30</p> <p><input type="button" value="Continue"/></p>	<p><b>Step 2: Select Parents' Consultation Evening</b></p> <p>Click the green tick to select the parents' consultation evening you want to make appointments for.</p>																																																																																																																																																																																																																												
<p><b>Choose Teachers</b></p> <p>Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the <input type="checkbox"/>. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Mr J Atkinson - English</li> <li><input checked="" type="checkbox"/> Ms J Estephan - French</li> <li><input checked="" type="checkbox"/> Mr C Hughes - Res Materials</li> <li><input checked="" type="checkbox"/> Mr M Jobling - Geography</li> <li><input checked="" type="checkbox"/> Mr M Lambouris - Gess PA</li> <li><input checked="" type="checkbox"/> Dr R Mearns - French</li> <li><input checked="" type="checkbox"/> Dr R Mearns - German</li> <li><input checked="" type="checkbox"/> Dr S Menden - Science</li> <li><input checked="" type="checkbox"/> Mrs D Mumford - Mathematics</li> <li><input checked="" type="checkbox"/> Mr V Stockill - PSE</li> <li><input checked="" type="checkbox"/> Miss J Young - Physical Ed</li> </ul> <p><input type="button" value="Continue to Book Appointments"/> <input type="button" value="Cancel"/></p>	<p><b>Step 3: Choose Teachers</b></p> <p>Your children's teachers will appear. Ensure all your child's teachers are selected in green.</p>																																																																																																																																																																																																																												
<p><b>Parents Evening Booking</b></p> <p>Step 3 of 3: Make Appointments</p> <p>Please note there is a minimum time betw appointments of 15 mins. 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<p><b>All Finished!</b></p> <p>Your appointments have been saved and an email has been sent confirming your appointments.</p> <p><b>Changed Your Mind?</b> To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure</p> <p><b>What's Next?</b> <a href="#">View/Print Appointments</a> <a href="#">Send Feedback</a> <a href="#">Logout</a></p>	<p><b>Step 5: Finished</b></p> <p>You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' consultation evening. To send the school feedback about this system, click on "Send Feedback".</p>																																																																																																																																																																																																																												
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