

Thursday 10th January 2019

Dear Parent(s) / Carer(s)

Learning Coach Consultation Day – Thursday 24th and Friday 25th January 2019

The next Learning Coach Consultation Day will take place on Friday 25th January 2019. Learning Coaches will also be offering some appointments at the end of the day on Thursday 24th January. This is an opportunity for you to meet with your child's Learning Coach for a 20 minute appointment to discuss your child's progress so far this year. Students will receive their Term 1 progress checks before these meetings. **All parent(s) / carer(s) are expected to attend.** Students should attend the meeting with you **in full Academy uniform.** If your child's appointment is booked for Friday 25th January they will only be expected to attend for the appointment and will be able to leave with you afterwards; **there will be no timetabled lessons for any students on that day.**

Appointments for the day will be made using the same system that is used for Parents' Consultation evenings. This allows you to choose your own appointment times with your child's Learning Coach (subject to their availability) and you will receive an email confirming your appointment. Once you log on to the system you will be able to see the slots your child's Learning Coach has available.

The window to book appointments will open on Friday 11th January at 4:00pm and will remain open until Thursday 24th January 9am. 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. If you have limited availability to attend on Friday 25th January, or have multiple children who attend the Academy, we would encourage you to book your appointment as early as possible, as popular times are sure to fill up quickly.

Please visit <https://chelseaacademy.parentseveningsystem.co.uk> to book your appointment. (A short guide on how to add appointments can be found on our website: Parents > Logins > Parents' Consultation Evenings). You will need to log in with the details that have been emailed to you.

These details are unique to your family. If you have more than one child at the Academy, you should be able to use one login to book appointments for all of your children. If this is not the case, please contact us using the details above to resolve this. If you do not have access to the internet or a smartphone, please visit the Academy reception in person to book your appointments before the end of term.

Yours sincerely,



Mrs B Whittle
Vice Principal (Inclusion)