

Monday 9<sup>th</sup> December 2019

Dear Parent(s) / Carer(s),

**Year 11 Mock Results and Parents' Consultation Evening – Thursday 16<sup>th</sup> January 2020**

The Parents' Consultation Evening for Year 11 students will take place on Thursday 16<sup>th</sup> January, the day after the Year 11 Mock results are distributed. During which time you will have the opportunity to come into the Academy to discuss your son / daughter's progress. **Student attendance to the evening is compulsory** and it is expected that **all parent(s) / carer(s) also attend**. There will be the opportunity for short appointment slots with your child's teachers to discuss their progress in subject areas, with particular reference to the Mock results. 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.

At Chelsea Academy, we use the Parents' Evening System, 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.

The window to book appointments will open on Wednesday 11<sup>th</sup> December and will close on Thursday 16<sup>th</sup> January at 12.00 pm. 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 can be found on our website: Parents > Logins > Parents' Consultation Evenings). You will need to log in with your child's date of birth and the login code that has been emailed to you.

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

Year 11 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. If you would like to meet with me you can also make an appointment through the online system (although this is not expected and appointments will be limited). Please bring a printed copy of your appointments with you if possible.

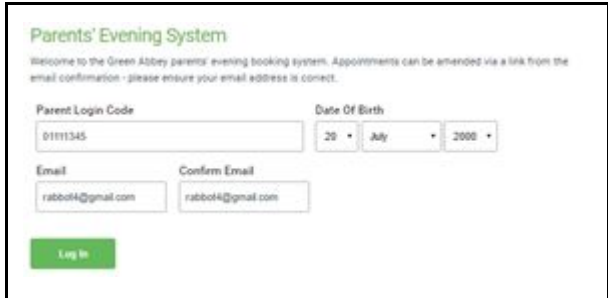
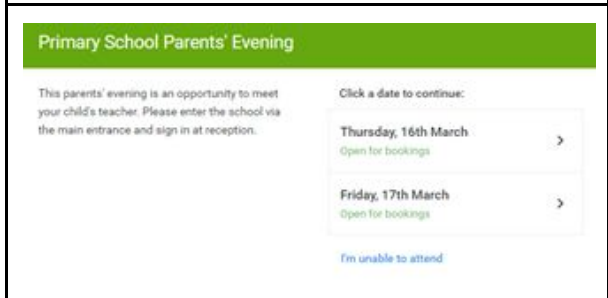
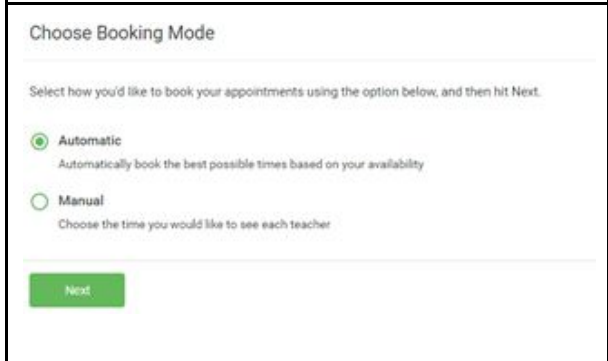
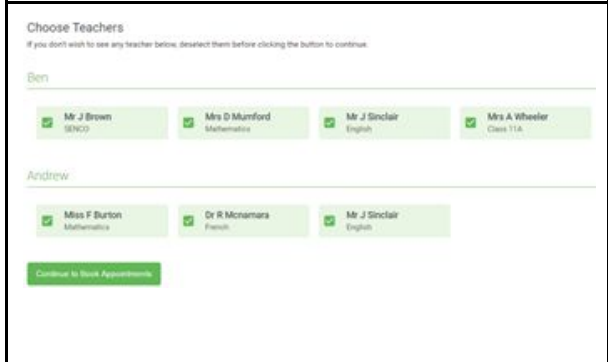
The evening will begin at **4.15 pm**. Please note that parents will not be allowed on site before 4.00 pm and the last appointment time will be 7.25 pm.

Yours sincerely



Mr R Daverat  
**Senior Pastoral Leader - Head of Years 10 & 11**

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

	<p><b>Step 1: Login</b></p> <p>Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide.</p> <p>Enter your unique login code found in the letter.</p>
	<p><b>Step 2: Select Parents' Evening</b></p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
	<p><b>Step 3: Select Booking Mode</b></p> <p>Choose 'Automatic' if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the time to book with each teacher, choose 'Manual'. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile phone.</p>
	<p><b>Step 4: Choose Teachers</b></p> <p>If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>

<p><b>Confirm Appointment Times</b></p> <p>The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.</p> <table border="1"> <thead> <tr> <th></th> <th>Teacher</th> <th>Student</th> <th>Subject</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>17:10</td> <td>Mr J Sinclair</td> <td>Ben</td> <td>English</td> <td>E6</td> </tr> <tr> <td>17:25</td> <td>Mrs D Mumford</td> <td>Ben</td> <td>Mathematics</td> <td>M2</td> </tr> <tr> <td>17:45</td> <td>Dr R Monamara</td> <td>Andrew</td> <td>French</td> <td>L4</td> </tr> </tbody> </table> <p>Accept Appointments <span style="float: right;">Cancel Appointments</span></p>		Teacher	Student	Subject	Room	17:10	Mr J Sinclair	Ben	English	E6	17:25	Mrs D Mumford	Ben	Mathematics	M2	17:45	Dr R Monamara	Andrew	French	L4	<p><b>Step 5a (Automatic): Book Appointments</b></p> <p>If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.</p> <p>If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).</p>
	Teacher	Student	Subject	Room																	
17:10	Mr J Sinclair	Ben	English	E6																	
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 <p><b>Add Appointment</b></p> <p>Confirm appointment with Mrs D Mumford at 15:10.</p> <p>Add a message for Mrs D Mumford:</p> <p>I'd like to discuss Ben's homework.</p> <p>Save</p>	<p><b>Step 5b (Manual): Book Appointments</b></p> <p>Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.</p> <p>To change an appointment, delete the original by hovering over the blue box and clicking <i>Delete</i>. Then choose an alternate time.</p> <p>After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.</p> <p>Once you're finished booking all appointments, at the top of the page in the alert box, press <i>click here</i> to finish the booking process.</p>																				
	<p><b>Step 6: Finished</b></p> <p>You're now on the <i>My Bookings</i> page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing <i>Print</i>.</p> <p>To change your appointments, click on <i>Amend Bookings</i>.</p>																				