Friday 11th December 2020

Dear Parent(s) / Carer(s),

Year 11 Virtual Parents' Consultation Evening – Thursday 14th January 2021

Following the release of the mock results (Wednesday 13th January), the Year 11 Virtual Parents' Consultation Evening will take place the following day, on Thursday 14th January. The event will take place online between 4.30 pm and 7.30 pm. These meetings will provide you with the opportunity to discuss your son / daughter's progress with each of their subject teachers via video calls.

As you will know, 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 subject teachers in the usual way and you will receive an email confirming your appointments. At your allocated appointment time with each subject teacher, you will then be able to access the video call via the Parents' Evening System.

The window to book appointments will open today, Friday 11th December and will close on Thursday 14th 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 alternatively on 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 their video appointment 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, with the system automatically closing down after 5 minutes. If there are issues that require further discussion, a separate appointment for a later date should be made by contacting the subject teacher directly.

The event will begin at **4.30 pm**. Please note that parents will not be able to access their video appointment until their allocated time and the last appointment will begin at 7.25 pm.

Yours sincerely,

Mr R Daverat
Head of Years 10 & 11

Useful resources:

Booking your appointment

- A short guide on how to add appointments can be found on our website: https://chelsea-academy.org/wp-content/uploads/2015/06/Instructionsheetforparents.pdf

Guidance for joining a video call

- Please remember to have the login details from this letter to hand when you are about to join the video call - you will need them.

- Carefully read the instructions about how to log on to a video call (link below) well in advance of the meeting, do a practice run so you feel comfortable and familiar with everything.

- Make sure to log on well in advance (5 minutes before the start time) so that if there are any issues they can be resolved prior to your meeting commencing otherwise you will lose valuable meeting time (the timings for meetings are set and cannot be extended). Logging on in advance also means the member of staff can see that you are waiting and check that everything is in order.

- Use Wifi rather than mobile data if possible - there have been some issues with using mobile data.

- If possible use a headset as this will help with the sound quality.

- Please ensure that both parent/carer and student are present for the meeting.

- Guidance from the Parents Evening System website on how to attend a video call appointment: https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call