

Tuesday 5th January 2021

Dear Parent(s) / Carer(s),

Virtual Learning Coach Consultation Day – Thursday 21st and Friday 22nd January 2021

The next Virtual Learning Coach Consultation Day will take place on Friday 22nd January 2021. Learning Coaches will also be offering some appointments at the end of the day on Thursday 21st 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. We will once again be holding this LCCD as virtual appointments to avoid unnecessary contact. **All parent(s) / carer(s) are expected to book an appointment.** Students should attend the meeting with you **in full Academy uniform.** You will need a laptop, desktop computer or phone which has a camera and a microphone. Please note that **there will be no timetabled lessons for any students on Friday 22nd January 2021.**

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. Please note that meetings are timed by the software and will stop automatically after 20 minutes.

The window to book appointments opens today, Tuesday 5th January and will remain open until Wednesday 20th January at 4.00pm. 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. If you have limited availability to attend on Friday 22nd January, or have multiple children who attend the Academy and want to book your slots one after the other, 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 shared with 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.

Yours sincerely,



Mrs B Whittle
Senior Vice Principal (Inclusion)

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>.