

Wednesday 24th November 2021

Dear Parent(s) / Carer(s),

Year 13 Parents' Consultation Evening – Thursday 2nd December 2021

We will be conducting a Parents' Consultation Event for Year 13 students. This will take place on Thursday 2nd December between **4.15pm** and **7.30pm**. These meetings will provide you with the opportunity to discuss your son / daughter's progress with each of their subject teachers.

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 on Tuesday 23rd November and will close on Thursday 2nd December 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.

Year 13 students are expected to attend with their parent(s) / carer(s) **in full business dress** as is required during a normal Academy day. So that teachers can see as many parents / carers as possible, appointments are kept to a maximum of 5 minutes. You should make appointments for all the subject teachers available to book on the Parents' Evening Booking system, as these are the teachers allocated to each Year 13 student. If there are issues that require further discussion, a separate appointment for a later date should be made by contacting the subject teacher directly.

There will also be two short talks in the theatre from Mrs Holgate, about how best to support your Year 13 student. This will take place at 4:45-5pm, and repeated at 6-6:15pm. Please leave gaps in your appointments over those times so that you can attend one of those talks. Mr Flitcroft our Director of Careers will also be present, please email him if you would like to book an appointment with him.

The event 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 **7.25 pm**.

Yours sincerely,

Miss C Hetherington



Head of Year 13

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>