

Tuesday 25th January 2022

Dear Parent(s) / Carer(s),

Year 7 Parents' Consultation Evening – Thursday 3rd February 2022

We will be holding a Parents' Consultation Evening for Year 7 students. This will take place on site at the Academy on **Thursday 3rd February 2022** 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.

The window to book appointments will open on **Wednesday 26th January 2022**. 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 7 students are expected to attend their 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. 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 **4.15pm**. 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 A Vaghela
Head of Year 7

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>