

Tuesday 8th February 2022

Dear Parent(s) / Carer(s),

Year 12 Parents' Consultation Evening – Thursday 24th February 2022

We will be conducting a Parents' Consultation Event for Year 12 students. This will take place on site at the Academy on Thursday 24th February 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.

On this evening we will also hold a talk for all Year 12 parents and students ahead of our virtual Higher Education and Progression Launch on Thursday 3rd March. We are delighted to welcome Mike Nicholson to speak in person in the theatre; Mike has previously worked in admissions at the universities of Bath, Essex and Oxford, and has recently moved to the University of Cambridge to take up the post of Deputy Head of Education Services. The talk will take place twice, first **5:30-6pm** and then again **6:05-6:35pm**. All Year 12 students and parents will get an expert introduction to university applications and life at university. Please make sure you leave a gap in your appointments with teachers to be able to attend one of these talks.

Please note, the virtual Higher Education and Progression Launch the following week will build on the talk from our guest and will explain how UCAS works, factors to consider when choosing a university and course, and an opportunity to understand the timeline for the next year.

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 9th February**. 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).

Year 12 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 12 student.

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,



Mrs Hogg
Head of Year 12

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>