

Wednesday 20th April 2022

Dear Parent(s) / Carer(s)

VIRTUAL Learning Coach Consultation Day – Thursday 28th April 2022 and Friday 29th April 2022

The next **Virtual** Learning Coach Consultation Day will take place on Thursday 28th April 2022 at 4pm - 7.40pm and on Friday 29th April 2022 at 8.40am - 3.40pm. This is an opportunity for you to meet **virtually** with your child's Learning Coach for a 20 minute appointment to discuss your child's progress so far this year. We have decided to hold this LCCD virtually in order to make it easier for parents to attend an LCCD meeting. The Academy will be closed to students on Friday 29th April 2022 to allow them to attend their LCCD appointments. **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

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.

The window to book appointments opens on **Thursday 21st April 2022 at 9am.** Should you wish to make any changes after you have booked your appointments please contact the Academy's reception on the main phone number or on admin@chelsea-academy.org. If you have limited availability to attend 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).

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)