

Tuesday 23rd August 2022

Dear Parent(s) / Carer(s),

Learning Coach Consultation Day – Tuesday 6th September 2022

The first Learning Coach Consultation Day of the academic year will take place **on site at the Academy** on Tuesday 6th September 2022. This is an opportunity for you to meet with your child's Learning Coach for a 20 minute appointment to discuss your child's academic achievement to date and set targets for the term ahead. **All parent(s) / carer(s) are expected to attend.** Students should attend the meeting with you **in full Academy uniform.**

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 Wednesday 24th August and will remain open until Tuesday 6th September at 2pm. 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 Tuesday 6th September, 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)