

Monday 9th January 2023

Dear Parent(s) / Carer(s),

Virtual Learning Coach Consultation Day – Thursday 19th January 2023 and Friday 20th January 2023

The next **Virtual** Learning Coach Consultation Day will take place on Thursday 19th January 2023 at 4pm - 7.40pm and on Friday 20th January 2023 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 20th January 2023 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 Progress 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 will open on **Wednesday 11th January 2023 at 12pm.** 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 on Thursday 19th January 2023, 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 below:

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)