

Tuesday 14<sup>th</sup> February 2023

Dear Parent(s) / Carer(s) of {{Student First Name}} {{Student Surname}}, {{Class}}

**Year 7 Progress Evening – Tuesday 28<sup>th</sup> February 2023**

We will be conducting a Progress Evening for Year 7 students. This will take place **on site at the Academy** on Tuesday 28<sup>th</sup> 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.

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 **Tuesday 14<sup>th</sup> February** and will close on **Tuesday 28<sup>th</sup> February at 12.00 pm**. 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](mailto: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 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.

If you would like to discuss anything specifically with me, as your child's Head of Year, please contact me directly before Thursday 28<sup>th</sup> February and I will schedule a convenient time with you during the Progress Evening.

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,



Mr S White  
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>