

Thursday 30th March 2023

Dear Parent(s) / Carer(s),

Virtual Learning Coach Consultation Day – Friday 28th April 2023

The final **virtual** Learning Coach Consultation Day of the academic year will take place on Friday 28th April 2023 from 8.40am to 4.00pm. 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. **All parent(s) / carer(s) are expected to book an appointment.** Your child should not attend school on Friday 28th April 2023 as there will be no lessons. Instead, your child 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. Your child should not attend school on Friday 28th April 2023 as there will be no lessons.

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 **Friday 31st March 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 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)