

Thursday 21st September 2023

Dear Parent(s) / Carer(s),

In-Person Learning Coach Consultation Day 1 – Thursday 5th October 2023 (evening) and Friday 6th October 2023

The first Learning Coach Consultation Day of the academic year will take place **on site at the Academy** on **Thursday 5th October 2023 (evening) and Friday 6th October 2023**. This is an opportunity for you to meet with your child's Learning Coach for a 20 minute in-person 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 must attend the meeting with you **in full Academy uniform.**

Appointments for the LCCD 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 **Monday 25th September 2023 at 8.00am**. 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(s) 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)