

Monday 20th November 2023

Dear Parent(s) / Carer(s),

Year 13 Progress Evening – Thursday 30th November 2023

We will be conducting a Progress Evening for Year 13 students. This will take place on site at the Academy on Thursday 30th November 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 Wednesday 15th November at 12.00 pm and will close on Thursday 30th November 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.

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). You will need to log in with your child's date of birth and the login code that has been emailed to you.

Year 13 students are expected to attend with their parent(s) / carer(s) **in full business dress** as is required during a normal Academy day. So that teachers can see as many parents / carers as possible, appointments are kept to a maximum of 5 minutes. You should make appointments for all the subject teachers available to book on the Parents' Evening Booking system, as these are the teachers allocated to each Year 13 student. If there are issues that require further discussion, a separate appointment for a later date should be made by contacting the subject teacher directly.

Mr Flitcroft our Director of Careers will also be present, please email him if you would like to book an appointment with him.

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 Hall
Head of Year 13

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>