

Tuesday 16th January 2024

Dear Parent(s) / Carer(s),

Virtual Learning Coach Consultation Day – Thursday 25th January 2024 and Friday 26th January 2024

The next **Virtual** Learning Coach Consultation Day will take place on Thursday 25th January 2024 at 4 - 7.40pm and on Friday 26th January 2024 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 and 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. Please note the Academy will be closed to all students on Friday 26th January 2024 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. You will need a laptop, desktop computer or phone which has a camera and a microphone.

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 **Wednesday 17th January 2024 at 12.00pm**. 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.

We really look forward to meeting with you to discuss your child's progress.

Yours sincerely,



Mrs B Whittle
Senior Vice Principal (Inclusion)