

Monday 8th January 2024

Dear Parent(s) / Carer(s),

Year 11 Progress Evening – Thursday 18th January 2024

On January 18th we will be conducting a Progress Evening for Year 11 students. This will take place on site at the Academy on Thursday 18th January 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. With students receiving their Mock Results the day before (Wednesday 17th January) this meeting has been timed to best support your child as they move into the final five months of Year 11.

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 **Thursday 21st December** and will close on **Thursday 18th January at 12.00pm**. 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).

Year 11 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.

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 R. Daverat
Raising Standards and Senior Pastoral Leader
Head of Year 11

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>