

Monday 5th February 2024

Dear Parent(s) / Carer(s),

Virtual Year 12 Progress Evening – Thursday 22nd February 2024

We will be conducting a Progress Evening for Year 12 students. This evening will take place online on Thursday 22nd February between **4.15pm and 8.00pm**. 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 7th February at 12.00pm** and will close on **Thursday 22nd February at 4.00pm**. 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). You will need to log in with your child's date of birth and the login code that has been emailed to you.

Year 12 students are expected to attend the online appointments with their parent(s) / carer(s). 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 12 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..

The event will begin at 4.15pm, and the last appointment time will be 7.55 pm.

Yours sincerely,



Miss J Hogg
Head of Year 12

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>