

Thursday 7<sup>th</sup> November 2024

Dear Parent(s) / Carer(s),

**In Person Year 13 Progress Evening – Thursday 5th December 2024**

We will be conducting a Progress Evening for Year 13 students. This will take place **in person at the Academy** on Thursday 5<sup>th</sup> December 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. This has been scheduled at this point in Year 13, as we are about half way through the weeks of teaching we have before the A level exams start in mid-May.

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 13<sup>th</sup> November at 16.00 pm and will close on Thursday 5<sup>th</sup> December 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](mailto: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 faithfully,



Mrs Hogg  
**Head of Year 13**

Yours faithfully,



Mrs Holgate  
**Assistant Principal - Post 16**

**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>