

Monday 20th January 2025

Dear Parent(s) / Carer(s) of <<Student First Name>> <<Student Surname>>, <<Class>>

Year 9 Progress Evening and Options Talk – Thursday 30th January 2025

We will be conducting a Progress Evening for Year 9 students. This will take place **in person at the Academy on Thursday 30th 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.

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 Tuesday 21st January at 12.00 pm and will close on Thursday 30th January 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.

Year 9 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. If you would like a meeting with myself, please can you email me directly and I will allocate you a time.

We will be holding a GCSE Options talk in the Theatre from 6.00pm to 6:30pm. All parents/carers and students must attend this talk as important information about the GCSE option process will be explained to all

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 7.25pm.

Yours faithfully,
Mrs Spearpoint
Head of Year 9