

Tuesday 22nd April 2025

Dear Parent(s) / Carer(s),

Virtual Learning Coach Consultation Day – Thursday 1st May 2025 and Friday 2nd May 2025

I hope you and your child enjoyed a break from the routine of school? I am delighted to inform you that the next **Virtual** Learning Coach Consultation Day will take place on Thursday 1st May 2025 from 4pm - 7:40pm and on Friday 2nd May 2025 from 8.40am - 15:40pm. This is an opportunity for you to meet **virtually** with your child's Learning Coach (or another member of staff) for a 20 minute appointment to discuss your child's progress so far this year.

Please note the Academy will be closed to Year 7 to Year 10 and Year 12 students on Friday 2nd May 2025 to allow those students to attend their virtual LCCD appointments. If you have a child in Year 11 and/or Year 13, they are to attend the Academy as normal. Details of the timings for Y11/13 sessions will be shared with you shortly.

All parent(s) / carer(s) are expected to book an appointment. Students should attend the meeting with you, equipped with a pen and their student planner. You will need a laptop, desktop computer or phone which has a camera and a microphone.

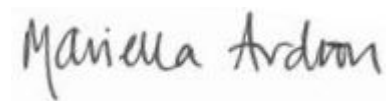
Appointments for the day will be made using the same system that is used for Progress Evenings. This allows you to choose your own appointment times with the relevant member of staff and you will receive an email confirming your appointment. Once you log on to the system you will be able to see the slots available.

The window to book appointments will open on **Thursday 24th April 2025 at 12pm**. 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).

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.

Yours sincerely,



Mariella Ardron
Principal