

Friday 28th November 2025

Dear parents and carers,

I hope you have had a good fortnight since I last wrote to you. I am certainly glad it has turned milder after the coldness of last week. It was wonderful to see so many Year 8 families at the Progress Evening last Thursday and your feedback was that holding these evenings in Food for Thought is much preferred. That same night we also had a tremendously successful Chelsea Academy Foundation event, where over 25 Year 13 students met volunteers from the finance, medicine, marketing and research sectors, giving them a valuable experience of being interviewed by professionals. And at the start of this week our Sixth Form Grocers team competed at the first heat of the Livery Academy Awards, an innovative programme designed for City livery companies to engage with state schools to help stimulate business and entrepreneurial skills among their sixth-form students. Sadly they did not win - despite being the preferred competitors from the floor.

Start of mock exams

Year 11 and a limited number of Y13 mock exams are running from the 2nd - 18th December. These are an important opportunity for students to gain experience of working under exam conditions within the formal environment of the Sports Hall. This really helps Y11 students to be well prepared for their GCSEs later in the year. During this fortnight, we will also be running a RE mock exam for Y10 students. The Spanish and French students have literally, as I write, just completed their mock speaking exams.

Attendance focus:

We recognise that recent illness has impacted attendance across all year groups over the last week.

As stated above, all students will be sitting a number of formal assessments in the coming weeks. These assessments are crucial for teachers to identify how best to support your child's progress moving forward.

Attending school every day has a significant, positive impact on a student's progress in every subject. We kindly ask parents/carers for your continued support in ensuring students attend school daily, unless they are genuinely too unwell to do so.

Where students are too unwell to attend - to assist us in maintaining accurate records and ensuring your child's safety, we are providing a brief reminder of our procedures for reporting absences, late arrivals and appointments.

Methods of reporting:

Edulink: <https://edulinkone.com/> - the relevant information will be requested for you to input.

Voicemail: 02073763019 option 1.

Email: attendance@chelsea-academy.org - please title the email with 'absent', 'late', 'appointment', followed by the year group and registration group [e.g. Absent - Yr 7 Lister].

Absence:

If your child will be absent, please notify Attendance as early as possible on the morning of the absence (and any days thereafter), providing your child's:

- full name
- year group
- registration group
- reason for the absence

The Academy is not able to authorise absence without clear information relating to the illness, this must include symptoms. Where absence is for more than 1 day, the Academy requires an update on how the student is recovering.

Late arrival:

If your child will be arriving late, they need to sign their name on the sign in sheet provided, for their record to be updated accordingly.

Appointments:

Your child is expected to attend the Academy around their appointments and we would appreciate where at all possible appointments are done outside of the Academy day. The Academy requires the following information should they be during the Academy day: time of the appointment, location of the appointment, health department (e.g. Paediatric, GP, Orthodontist) and the reason for the appointment (e.g. ongoing stomach complaint, recurring infection, dental check up). The Academy also authorises additional appointments such as Visa appointments and Sixth Form interviews; however as these are not medical appointments, evidence is required for these appointments to be authorised.

Following these procedures helps us keep our records accurate and ensures we can account for every student throughout the day. Thank you for your cooperation and continued support.

Appointment of a new Chaplain

I am delighted to share that Anita Rolls will be joining the Academy in January, working three days a week to provide Chaplaincy support to the Academy community. Anita has done considerable lay chaplaincy including at Chichester Cathedral and has also worked as a leadership coach and mentor.

Year 13 Progress Evening

On Thursday 4th December the Year 13 Progress Evening will be on site at the Academy from 3 - 6.30pm. Parents are invited to book an appointment through the [School Cloud](#). If you are unsure of how to do this, please contact eleasha.burrell@chelsea-academy.org. **Please note that all students will be dismissed at 2.35pm that day** (detentions will still run) and Year 13 students should arrange to return to the Academy with their parents/carers for their appointment. Parents and carers should make appointments with each of their child's teachers. Mr Hall, Mrs Holgate and Mr Flitcroft are also available, please email them directly if you would like an appointment to see one of them.

Christmas Concert - tickets on sale next week

Our Christmas concert will be taking place at 6.00pm on Thursday 11th December. Tickets go on sale next week. They can be purchased on ParentPay at a cost of £4.00, or £3.00 for concessions. Tickets can also be purchased at Reception. This is always a wonderful evening full of vibrant festive performances and the opportunity to share a mince pie or two. If you are a Year 7 parent/ carer, you will have received a letter from Mr Smith inviting your child to participate in the concert performance and they should arrive at the Academy by 5.00pm at the latest, dressed in full and correct Academy uniform.

Winter Flu vaccinations - 2nd date added

The Kensington & Chelsea Immunisation Team are returning on Friday 12th December to offer the Winter Flu jab to all year groups including any Sixth Formers with underlying health conditions. If your child was absent for the last session or you would now like your child to have this, please complete the form [here](#) no later than **Wednesday 10th December**. If your child has already received the vaccination or you completed the form for the previous session, you are not required to complete it again. For more information, please watch the [Flu vaccination webinar](#). This [link](#) will also allow parents and carers to book the catch-up clinic if your child has missed the flu vaccination.

Chelsea Academy Foundation Giving Tuesday - Final Days!

Our Giving Tuesday campaign ends 2nd December, celebrating the Life Skills programmes that help our students thrive - Duke of Edinburgh, DebateMate, rowing, mentoring, and mock interviews. There are many ways to support,

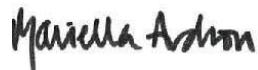
from sharing your experiences to engaging with our posts or donating gently-used uniforms. Every contribution makes a difference, and right now donations are matched pound-for-pound. Click [here](#) to learn more and get involved! Thanks so much for your support!

School Uniform Direct sale

There is currently a 15% off promotion at our uniform suppliers for this weekend only. Please see the attached flyer for more information.

Enjoy your weekend and I look forward to meeting Y13 parents and carers on Thursday. Please note that the Academy closes early at 2.35pm on this day.

Yours faithfully,



Mariella Ardron
Principal

Upcoming useful dates:

Thursday 11th December - Christmas Concert (ticketed event) at 6pm

Friday 12th December - Winter flu vaccinations (available to all year groups)

From 15th December - Year Group celebration assemblies and Christmas lunches this week

Friday 19th December - Last day of term (students dismissed at midday)

Monday 5th January - Academy closed to students

Tuesday 6th January - Spring Term begins - all students return