Chelsea Academy
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February 2026

Dear Parent(s) / Carer(s)

Virtual Year 12 Progress Evening – Thursday 5th March 2026

We will be conducting a Progress Evening for Year 12 students. This evening will take place online on Thursday 5th March between **4.00pm 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 **Thursday 12th February at 12.00pm** and will close on **Thursday 5th March at 3.00pm**. 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. **Only one parent can make a booking.** 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

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 4.00pm, and the last appointment time will be 7.25 pm.

Yours sincerely,

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Ms M Forrest
Head of Year 12

Mrs J Holgate
Assistant Principal - Post 16