

March 2026

Dear Parent(s) / Carer(s)

Year 10 Progress Evening – Wednesday 25th March 2026

We will be conducting a Progress Evening for Year 10 students. This will take place **in person at the Academy** on **Wednesday 25th March** between **3pm** and **6.45pm**. These meetings will provide you with the opportunity to discuss your son / daughter's progress with each of their subject teachers.

As you 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 March at 6.00pm** and will close on **Wednesday 25th March at 12.00pm**. 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.parenteveningsystem.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 10 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. 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 10 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.

If you would like to discuss anything specifically with me, as your child's Head of Year, please contact me directly before Friday 20th March and I will try to schedule a convenient time with you during the Progress Evening.

The event will begin at **3 pm**. Please note that parents will not be allowed on site before **3 pm** and the last appointment time will be **6.40 pm**.

Yours faithfully,



Mr J Fisher
Head of Year 10