

Wednesday 18th January 2017

Dear Parent(s) / Carer(s),

Year 7 Parents' Consultation Evening – Thursday 26th January 2017

The Parents' Consultation Evening for Year 7 students will take place on Thursday 26th January, during which time you will have the opportunity to come into the Academy to discuss your son / daughter's progress. **All parent(s) / carer(s) are expected to attend.** There will be the opportunity for short appointment slots with your child's teachers to discuss their progress in subject areas, with particular reference to the progress checks that were sent home with your child last week. All teachers will be seated in the Sports Hall. Please note that it is a very busy evening and you may be expected to wait a short while to see all the teachers.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

The window to book appointments will open on Wednesday 18th January and will close on Tuesday 24th January 2017 at 4.00 pm. Should you wish to make any changes after this date please contact the Academy's reception on the main phone number or on admin@chelsea-academy.org.

Please visit <https://chelseaacademy.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Your child has been given a letter today with a log in code which is unique to them. You will need this code and your child's date of birth to log in to the system. If your child has lost their letter, please contact the Academy reception by phone or email on admin@chelsea-academy.org. If you do not have access to the internet or a smartphone, please visit the Academy reception in person to book your appointments.

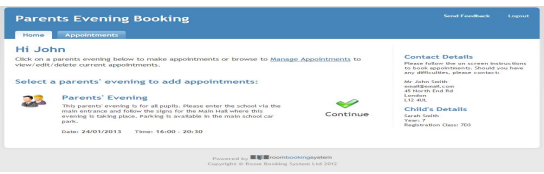
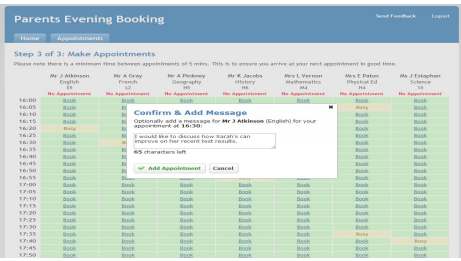
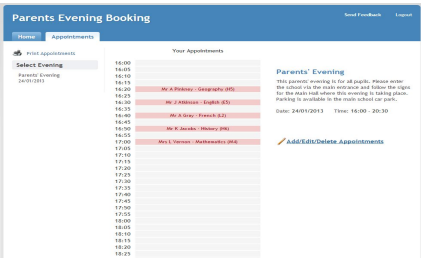
Year 7 students are expected to attend with their parent(s) / carer(s) **in full Academy uniform**. So that teachers can see as many parents / carers as possible, appointments are kept to a maximum of 5 minutes. If there are issues that require further discussion, a separate appointment for a later date should be made. If you would like to meet with me you can also make an appointment through the online system (although this is not expected and appointments will be limited). Please bring a printed copy of your appointments with you if possible.

The evening 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 7.25 pm.

Yours sincerely

Miss L Starkey
Head of Year 7

Parents' Guide for Booking Appointments - visit <https://chelseacademy.parentseveningsystem.co.uk/>

<p>Parents' Evening System</p> <p>Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.</p> <p>Parent Login Code: 10139309 Student DoB (dd/mm/yyyy): 20/07/2000 Email Address: john.smith@gmail.com Confirm Email Address: john.smith@gmail.com</p> <p><input type="button" value="Login & Continue"/></p>	<p>Step 1: Login</p> <p>Please fill out all the details on the page. A confirmation of your appointments will be emailed to you (if you provide your email address).</p> <p>Enter the login code found in the letter.</p>
	<p>Step 2: Select Parents' Consultation Evening</p> <p>Click the green tick to select the parents' consultation evening you want to make appointments for.</p>
<p>Choose Teachers</p> <p>Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the <input type="checkbox"/>. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Mr J Adkins - English <input checked="" type="checkbox"/> Mr J Estephan - French <input checked="" type="checkbox"/> Mr C Hughes - Res Materials <input checked="" type="checkbox"/> Mr K Jacobs - Geography <input type="checkbox"/> Mr M Labbock - Care SA <input checked="" type="checkbox"/> Dr R Mazzama - French <input checked="" type="checkbox"/> Dr R Mazzama - German <input type="checkbox"/> Dr S Mandford - Science <input checked="" type="checkbox"/> Mrs D Mansford - Mathematics <input checked="" type="checkbox"/> Mr V Stockill - PSE <input checked="" type="checkbox"/> Miss J Young - Physical Ed <p><input type="button" value="Continue to Book Appointments"/> <input type="button" value="Cancel"/></p>	<p>Step 3: Choose Teachers</p> <p>Your children's teachers will appear. Ensure all your child's teachers are selected in green.</p>
	<p>Step 4: Book Appointments</p> <p>Click 'Book' to make your appointment with the teacher for the time you wish.</p> <p>After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.</p>
<p>All Finished!</p> <p>Your appointments have been saved and an email has been sent confirming your appointments.</p> <p>Changed Your Mind?</p> <p>To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure</p> <p>What's Next?</p> <p>View/Print Appointments Send Feedback Logout</p>	<p>Step 5: Finished</p> <p>You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' consultation evening. To send the school feedback about this system, click on "Send Feedback".</p>
	<p>Viewing/Editing/Printing Appointments</p> <p>You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' consultation evening.</p> <p>You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.</p>