

Wednesday 31st January 2018

Dear Parent(s) / Carer(s),

**Year 12 & 13 Parents' Consultation Evening – Thursday 8th February 2018**

The Parents' Consultation Evening for Year 12 & 13 students will take place on Thursday 8th February, 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. 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.

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 teachers and you will receive an email confirming your appointments.

The window to book appointments will open on Wednesday 31st January at 4pm and will close on Thursday 8th February at 12pm. Should you wish to make any changes after this date please contact the Academy on the main telephone number or alternatively on [admin@chelsea-academy.org](mailto:admin@chelsea-academy.org).

Please visit <https://chelseaacademy.parentseveningsystem.co.uk> to book your appointments (a short guide on how to add appointments can be found on our website: Parents > Logins > Parents' Consultation Evenings). You will need to log in with your child's date of birth and the login code that has been emailed to you.

If you do not have access to the internet or a smartphone, please visit the Academy in person to book your appointments.

Year 12 & 13 students are expected to attend with their parent(s) / carer(s) **in full business dress** as is required during a normal Academy day. 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. 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 4.00 pm and the last appointment time will be 7.25 pm.

Yours sincerely



Mrs McNally  
**Head of Sixth Form**