

Monday 21<sup>st</sup> January 2019

Dear Parent (s) / Carer (s)

**Year 7 Parents' Consultation Evening – Thursday 7<sup>th</sup> February 2019**

The Parents' Consultation Evening for Year 7 students will take place on Thursday 7<sup>th</sup> 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, 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 Tuesday 23<sup>rd</sup> January and will close on Thursday 7<sup>th</sup> February at 12.00 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](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 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.

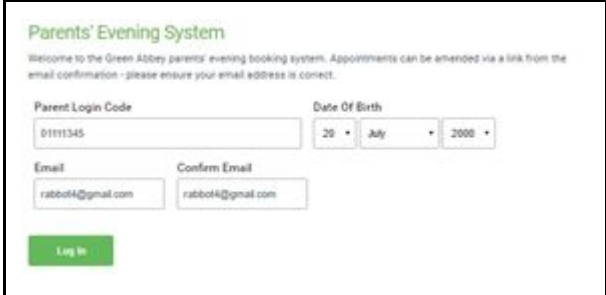
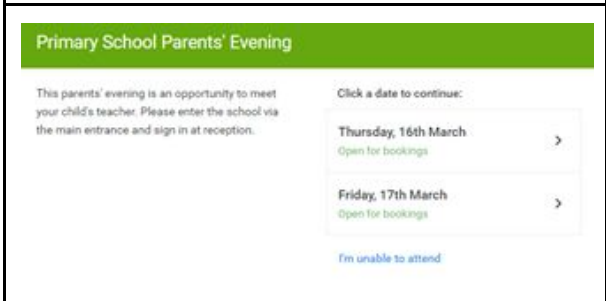
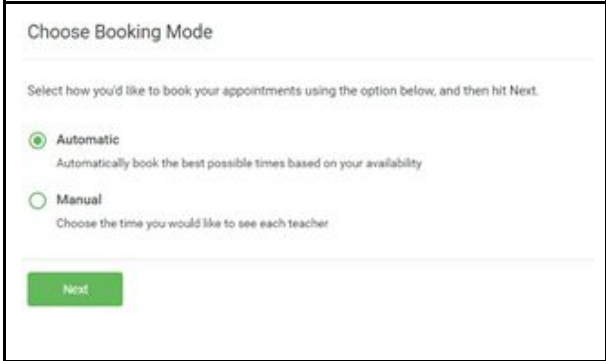
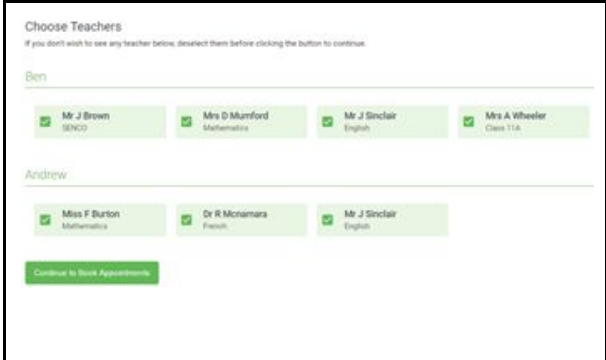
The evening will begin at **4.15pm**. Please note that parents will not be allowed on site before 4.15pm and the last appointment time will be 7.25 pm.

Yours sincerely



Mrs A Vaghela  
**Head of Year 7**

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

 <p><b>Parents' Evening System</b> 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: <input type="text" value="01111345"/> Date Of Birth: 20 * July * 2000 *</p> <p>Email: <input type="text" value="rabbot4@gmail.com"/> Confirm Email: <input type="text" value="rabbot4@gmail.com"/></p> <p><input type="button" value="Log In"/></p>	<p><b>Step 1: Login</b></p> <p>Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide.</p> <p>Enter your unique login code found in the letter.</p>
 <p><b>Primary School Parents' Evening</b></p> <p>This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.</p> <p>Click a date to continue:</p> <ul style="list-style-type: none"> <li>Thursday, 16th March <a href="#">Open for bookings</a></li> <li>Friday, 17th March <a href="#">Open for bookings</a></li> <li><a href="#">I'm unable to attend</a></li> </ul>	<p><b>Step 2: Select Parents' Evening</b></p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
 <p><b>Choose Booking Mode</b></p> <p>Select how you'd like to book your appointments using the option below, and then hit Next.</p> <p><input checked="" type="radio"/> <b>Automatic</b> Automatically book the best possible times based on your availability</p> <p><input type="radio"/> <b>Manual</b> Choose the time you would like to see each teacher</p> <p><input type="button" value="Next"/></p>	<p><b>Step 3: Select Booking Mode</b></p> <p>Choose 'Automatic' if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose 'Manual'. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile phone.</p>
 <p><b>Choose Teachers</b> If you don't wish to see any teacher below, deselect them before clicking the button to continue.</p> <p><b>Ben</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Mr J Brown (SENCO)</li> <li><input checked="" type="checkbox"/> Mrs D Mumford (Mathematics)</li> <li><input checked="" type="checkbox"/> Mr J Sinclair (English)</li> <li><input checked="" type="checkbox"/> Mrs A Wheeler (Class 11A)</li> </ul> <p><b>Andrew</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Miss F Burton (Mathematics)</li> <li><input checked="" type="checkbox"/> Dr R Monnars (French)</li> <li><input checked="" type="checkbox"/> Mr J Sinclair (English)</li> </ul> <p><input type="button" value="Continue to Book Appointments"/></p>	<p><b>Step 4: Choose Teachers</b></p> <p>If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

**Add Appointment** ✕

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

### Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

**Year 11 Subject Booking**  
Bookings from 15:10 to 17:00

This parent evening is for year 11. Please enter the school on the main entrance and follow the signs for the hall when this evening is taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO
15:10	Mr J Sinclair	Ben	English
15:15	Mr J Sinclair	Andrew	English
15:20	Mr R. Jacobs	Ben	History
15:25	Mrs D Mumford	Andrew	Mathematics
15:30	Miss J Foster	Andrew	Science

### Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.