



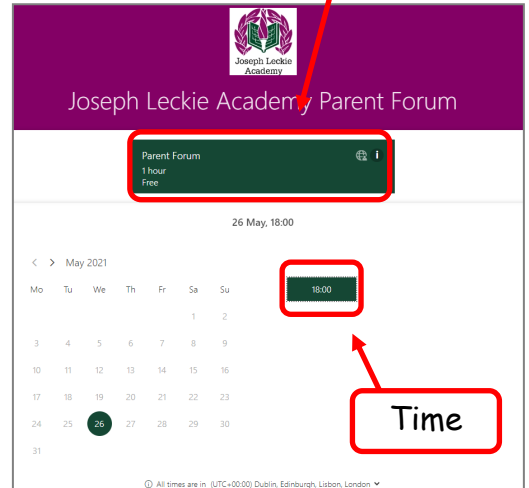
Booking a ticket for 6th Form Information Evening/Morning using Microsoft Bookings

The Academy is using Microsoft Bookings for parents/carers to book a place at our 6th form Information Evening and 6th Form Information Mornings

1. Click [here](#) to access the bookings page. You will see ...

2. Select the event you would like to book for, the date will be automatically selected.

3. Select the time.



4. Enter your full name, your email address (please **do not** use your child's Academy email address), your child's full name, if your child is not currently a student at Joseph Leckie Academy, please include their current school.

When you are ready to book, check the box to confirm that 1. You understand the we will be processing your data in accordance with the Academy's Data Protection Policies and click 'Book'.

Add your details

Name

Email

Please let us know if you have any special requests. Thank you.

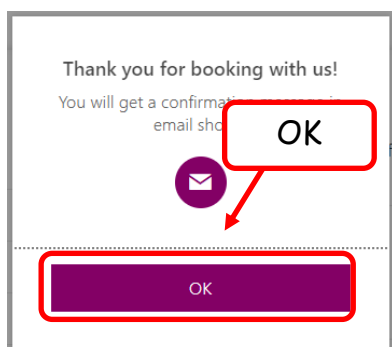
Notes (optional)

Provide additional details

Please enter your child's full name

Please check the box to confirm that:
1. You will not video record, voice record, photograph, screen-shot, or share any part of the virtual parent forum.
2. You understand that we will store and use your data in accordance with our Data Protection policies. To view our Data Protection policies please visit www.josephleckieacademy.co.uk/dataprotection.

Book



5. You'll see a pop up confirming your booking and letting you know that you will receive a confirmation email. Click 'OK' to close the pop up.