



Joseph
Leckie
Academy

11th April 2024

Dear Parents/carers,

Re: Year 7 Parent Consultation Evening

The Year 7 Parent Consultation Evening will take place on Thursday 18th April 2023. This gives an important opportunity for you to meet the staff who teach your child and to discuss the progress that has been made since September.

All Parent Consultation appointments will be face-to-face at the Academy and you will need to book separate appointments with each of your child's teachers via Microsoft Bookings. Each face-to-face appointment will be 5 minutes. Appointments will be available from **5.00pm to 7.00pm** (the last appointment being 6.55pm). If you have not booked, we cannot guarantee that you can meet your child's teachers.

To book your appointments you'll need to visit the Academy website, here you will also find a step-by-step guide on how to book using Microsoft Bookings and a printable booking sheet that you can use to note the times of your appointments: www.josephleckieacademy.co.uk/pcebookings. Teachers are grouped on Microsoft Bookings according to location and subject. You will need to book a separate appointment for each of your child's teachers. If your child has two teachers for a subject, please can you only book to see one of the teachers as this will provide an opportunity for all parents to see as many teachers as possible.

When arriving at the Academy on Thursday the 18th April 2024, please enter via the West End gates (old car park), parking is available in the car park or on the Academy yard. Parent Consultation Evening appointments will be held in the CBB and the KWB1, please sign in with a member of attendance team on the ground floor of the CBB on your arrival or at anytime during the evening.

I hope that you will be able to attend and take advantage of the opportunity to support your child in their learning.

Yours faithfully,

Ms R Cook
Associate Principal



Learn together, lead together.



Joseph Leckie Academy

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