



Joseph  
Leckie  
Academy

26<sup>th</sup> February 2025

Dear Parents/carers,

### Year 8 Parent Consultation Evening

The **Year 8 Parent Consultation Evening** will take place on **Thursday 6<sup>th</sup> March 2025**. 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.

In response to parental feedback, we have adjusted the time of this parents' evening to take place from **3:30 PM to 5:30 PM**, with the last appointment at 5:25 PM. We hope this supports you in being able to attend. Each face-to-face appointment will be 5 minutes long. All Parent Consultation appointments will be held at the Academy, and you will need to book separate appointments with each of your child's teachers via Arbor. If you have not booked, we cannot guarantee that you will be able to meet your child's teachers.

To access the Parents' Evening bookings, please log in to the parent portal, below is a link to 'Parent Portal and App - Getting started and logging in' <https://support.arbor-education.com/hc/en-us/sections/201716749-Parent-Portal-and-App-Getting-started-and-logging-in>

Follow the instruction to click here to book time slots and you will be directed to a list of your child's subject teacher to click in and book appointments with.

If you need support with how to book an appointment on the app, or Parental Portal, please follow the guidance outlined in the following link; <https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Parent-App>

If you have not yet downloaded the Arbor app on your smartphone, or linked to the Parental Portal, it is essential that you do so- as only through Arbor can you view your child's progress, reports and information held by the Academy.

Ms Cook, Ms Tranter and Mrs Garcha will be available during the evening based in the CBB to answer any questions, especially if there are any regarding the options forms that your child will have received on that day via their student email.

When arriving at the Academy on **Thursday 6<sup>th</sup> March 2025**, 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 or KWB1 on your arrival.

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

Yours sincerely,

Mr James Ludlow  
Principal.



Learn together, lead together.



Joseph Leckie Academy

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Principal: Mr James Ludlow