



Joseph
Leckie
Academy

28th March 2025

Dear Parents/carers,

Year 7 Parent Consultation Evening

The Year 7 Parent Consultation Evening will take place on Thursday 3rd April 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.

At 4.30 there will be a parent forum held in the drama studio in CBB. All parents are invited to attend, where you will meet with the Year 7 team who will have an opportunity to outline key information and policy related to your child's year group. It will also be an opportunity for you to ask questions.

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 Arbor. Each face-to-face appointment will be 5 minutes. Appointments will be available from 5.00pm –7.00 pm (the last appointment being 6.55pm). If you have not booked, we cannot guarantee that you can 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.

When arriving at the Academy on Thursday 3rd April 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 faithfully,

James Ludlow
CEO

Rachel Cook
Associate Principal



Learn together, lead together.

Joseph Leckie Academy

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