

Date: 20<sup>th</sup> September 2024

Dear Parents & Carers,

**Early Academy Closure on Thursday 26th September 2024**

I am writing to let you know that on Thursday, 26th September 2024 the Academy will close for students at 12.20pm so that final preparations may be made for the Academy's Open Evening. Free School Meals will be available as usual from 12.20pm in the canteen. Our Open Evening is for parents and children who are currently in Year 6 and are looking for a secondary school place for September 2025. This event will take place from 5.00pm to 8.00pm and visitors will have the opportunity to tour the Academy's facilities, look at students' work, take part in a range of activities and talk to teachers, associate staff and students.

**Closure for Academy Training Day Friday 27<sup>th</sup> September 2024**

I am also reminding you that the Academy will also be closed for the second staff in-service training day on Friday 27<sup>th</sup> September 2024.

The Academy will reopen for all students at the **usual time on Monday 30<sup>th</sup> September 2024**.

Please can we remind all students that they **must be on the Academy site by 8.28 in the mornings** and arrive through the correct gate. If they arrive after 8.28 then the gates will be closed. All detentions for students who are late are dealt with in a similar way to other behaviour issues. You will be informed by Class Charts if your child has a late detention, or other detention. Please see more information below.

**Arbor Management Information System and App for parents**

As you are aware, we have made the move this year to a new management information system within the Academy called **Arbor**. We now use this to record and store all of our student data including: student profiles, contact information, registers, attendance data, and assessment and performance.

**What does this mean for your child?**

Arbor is a cloud based system that should be easy for parents to use to access information about your child. You will be able to access information on your child's attendance, assessment and reporting data. Parental contact will be able to be done in one place via the App. During this academic year, we will also roll out the Arbor Student Portal, where students will be able to access their attendance, assessment and reporting data online, as well as parents.



Learn together, lead together.



**Joseph Leckie Academy**

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Email: [postbox@josephleckieacademy.co.uk](mailto:postbox@josephleckieacademy.co.uk)

Chief Executive Office: Mr James Ludlow

Associate Principal: Ms Rachel Cook

### What does this mean for parents and carers?

Arbor is a cloud-based system, therefore it comes with a **Parent Portal** and smartphone **App**, which allows all parents and carers to access live information about their child from the Academy. This includes:

- Attendance and absence information
- Timetable information
- Assessment progress and curriculum tracking
- Available trips, clubs and activities
- Examination timetables and results
- Their child's student details and preferences
- The Academy calendar
- All student academic reports
- Booking system for parent's evenings
- Direct contact messages from the Academy

**We would like all parents to download the Arbor app as soon as possible if you have not already done so.** You can do so from the iPhone App Store, Galaxy Store, Android Apps or Google Play by searching for 'Arbor Parent App' and following the instructions. Similarly, the Parent Portal online can be accessed at the Arbor website at <https://login.arbor.sc> and selecting 'I'm a guardian' and following the instructions.

Further information regarding the Parent Portal and App can be found at the Arbor Help Centre at the following link [Log into the Parent Portal and the Parent App – Arbor Help Centre \(arbor-education.com\)](https://arbor-education.com).

There is also a link on our academy website: [Joseph Leckie Academy - Arbor](#)

**For the time being, we are continuing to use the existing Parent Mail system for payments**, but this will be phased out and integrated into Arbor and we will advise you when this is ready.

Similarly, we will be using **Arbor as well as our Class Charts App for messaging parents**. This makes it essential that all parents and carers download the app or portal, so that you are ready for this change. We will stop using SMS messages after October half term so it is essential that you are signed up to both these Apps.



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### Class Charts Reminder

Students and parents in all years should be using Class Charts for logging into our behaviour monitoring platform, Class Charts. New students and parents have had their logins, so please ensure that you have downloaded the App as soon as possible. This allows you, as parents and carers, to track and monitor the rewards and sanctions issued to your child during the academy week. It continues to support us all as we seek to work in partnership to ensure that all our students make the best possible progress and achieve the highest possible grades in their examinations. With their positive points, students earn virtual medals (Bronze, Silver, Gold and Platinum) and many have been using these points to make purchases from our Class Charts shop and/or to enter into prize draws for even bigger prizes! You, should have been able to see all of the positive comments and rewards that your children have been, and will be, receiving on a daily basis.

Equally, please can we remind you that all detentions for behaviour and lateness, as well as logs of negative behaviour, will be shared with you through Class Charts. **Therefore, it is vital that all parents and students ensure they are checking the Class Charts App regularly.**

If you have not yet logged into Class Charts please click on the link and follow the instructions: [Joseph Leckie Academy - Class Charts](#)

Together Arbor and Class Charts will play a key part in our communications with you, as parents and guardians, for the success of your children.

Thank you for your on-going support

Kind Regards,



Rachel Cook  
Associate Principal