



16<sup>th</sup> January 2025

Dear Parents/carers,

### Year 11 Parent Consultation Evening

The **Year 11 Parent Consultation Evening** will take place on **Thursday 23<sup>rd</sup> January 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.

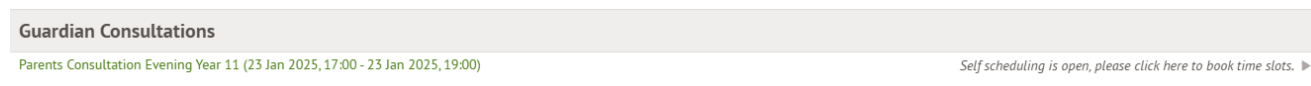
At **4.30** there will be a parent forum held in the drama studio in CBB. All parents are invited to attend, where you will meet with the Year 11 team who will have an opportunity to outline key information and policy related to your child's year group. It will also be an opportunity for you to ask questions.

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 **5.00 to 7.00** (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>

Once you have successfully logged in to your child's profile, you will see a picture of your child on the left and their attendance statistics at the top on the right-hand side.

Under the attendance statistics is the Guardian Consultations panel with 'Parents Consultation Evening Year 11'; as shown below



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. From February, this will also be the only way to pay for Academy meals and trips etc. for your child.

When arriving at the Academy on **Thursday 23<sup>rd</sup> January 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.



Learn together, lead together.



Joseph Leckie Academy

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Principal: Mr James Ludlow



Joseph  
Leckie  
Academy

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.



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