



Joseph  
Leckie  
Academy

27th November 2023

Dear Parents/carers,

**Re: Year 12/13 Parent Consultation Evening.**

The Year 12/13 Parent Consultation Evening will take place on **Thursday 7th December**. 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:

<https://outlook.office365.com/owa/calendar/JosephLeckieAcademy@josephleckieacademy.co.uk/bookings>

Teachers are grouped on Microsoft Bookings according to location and subject. If you book with one teacher in that group, you will not automatically have appointments with other teachers in the same group. You will need to book a separate appointment for each of your child's teachers.

When arriving at the Academy on **Thursday 7th December**, please enter via the old car park, parking is available in the carpark or on the Academy yard. Parent Consultation Evening appointments will be held in the CBB and the KWB, please sign in with a member of attendance team on the ground floor of the CBB or KWB 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.



**Joseph Leckie Academy**

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Principal: Mr James Ludlow