

21st November 2022

Dear Parents/carers,

Re: Year 12/13 Parent Consultation Evening, Parent Forum and Parent Coffee Morning

The Year 12/13 Parent Consultation Evening and Parent Forum will take place on **Thursday 1st 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.

The Parent Forum will be from **4.30pm to 5.00pm** in the Drama Studio. The Parent Forum will provide information on next steps to further education, university and apprenticeships. To book a place at the Parent Forum 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 <http://www.josephleckieacademy.co.uk/pcebookings>.

Following the Parent Forum there will be further information available on apprenticeships from external agencies in E2 in the CBB.

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: <http://www.josephleckieacademy.co.uk/pcebookings>.

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 1st 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.

The Parent Coffee Morning will take place between **9.00am and 10.00am** on **Friday 2nd December** and will provide information on next steps to further education, university and apprenticeships. To book a place at the Parent Coffee Morning 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 <http://www.josephleckieacademy.co.uk/pcebookings>. On **Friday 2nd December**, please arrive via and sign in at the Academy's main reception.

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
Walstead Road West, Walsall, WS5 4PG.
Tel: 01922 721 071
email: postbox@josephleckieacademy.co.uk
Principal: Mr James Ludlow