



27th February 2023

Dear Parents/carers,

Re: Year 8 Parent Consultation Evening, Key Stage 4 Options Presentation & Data Collection

The Year 8 Parent Consultation Evening, Key Stage 4 Options Presentation and Data Collection will take place on **Thursday 9th March 2023**. 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 **Key Stage 4 Options Presentation** by Ms Cook, Vice Principal, will be made in the **West Hall at 5.30pm to the 'L' half of the year**, during this time Parent Consultation meetings will not be available. Please ensure that you attend the correct session, if you do not know which year half ('J' or 'L') your child belongs to, please contact the Academy. It is essential that you attend this presentation, as it will outline how the options process works and how to fill in the options form.

A personalised Key Stage 4 Options Form will be emailed directly to your child's Academy email address during the week beginning 6th March. How the Key Stage 4 options process works and how to complete the Key Stage 4 Options Form will all be explained during the Key Stage 4 Options Presentation. **Please do not complete the Key Stage 4 Options Form until after the Key Stage 4 Options Presentation when the process has been explained.**

After the Key Stage 4 Options Presentation, please return the completed Key Stage 4 Options Forms electronically to the following email address: KS4Options@josephleckieacademy.co.uk by **Friday 17th March 2023**. If you are unable to complete this electronically, your child can go in person to see Miss Pace and collect a hard copy of their personalised Key Stage 4 Options Form or they may ask their tutor to print a hard copy for them. Your child should return the completed hard copy to Miss Pace (in the Art Block) by **Friday 17th March 2023**. You can find additional information relating to the options process available on the Academy website at www.josephleckieacademy.co.uk/ks4.

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 5.30pm** and **6.00pm 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/yr8pce>. 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.

Data Collection Appointments will be available from **5.00pm to 5.30pm** and **6.00pm to 7.00pm** (the last appointment being 6.55pm) for you to ensure that the contact information, emergency

contacts information, medical information, etc... that the Academy holds on your child are complete and up-to-date. Please use Microsoft Bookings to book a 5 minute Data Collection Appointment at the Year 8 Parent Consultation Evening to ensure that your child's information is correct/complete. Visit <http://www.josephleackieacademy.co.uk/yr8pce> for further information or to book.

During the evening there will be a chance to enter a prize draw. Parents/carers may win gift voucher for attending, completing and submitting the golden raffle ticket. Your child will have the opportunity to enter and win a selection of prizes for attending, completing and submitting the silver raffle ticket.

There will also be an opportunity to attend demonstrations on our new behaviour platform ClassCharts. ClassCharts will allow you to monitor your child's progress, behaviour and positive achievements, remotely, from your phone or tablet. For more information, visit www.josephleackieacademy.co.uk/academyapps.

When arriving at the Academy on Thursday 9th March 2023, **please enter via the Old Car Park**, parking is available in the car park or on the Academy yard. The KS4 Options Presentation will be held in the West Hall, Parent Consultation Evening appointments will be held in the CBB and KWB and Data Collection Appointments will be held in the Drama Studio. Please sign in with a member of attendance team at the West Hall, CBB or KWB.

At Joseph Leckie Academy we are proud to say that we have always provided a curriculum which we know is best for students and not followed the option of 'easy' courses which do not prepare the students for life after the Academy. Students will remain in their current J or L bands throughout their Key Stage 4 education for all core subjects. They will be provided with options which we feel are best suited to their abilities or aptitudes with J and L bands being mixed for these option subjects.

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.



Learn together, lead together.



Joseph Leckie Academy

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