



# West Leigh Junior School

Part of the Portico Academy Trust

Executive Headteacher - Mrs C. Woolf

Head of School - Mr J Lear

Ronald Hill Grove, Leigh-on-Sea, Essex, SS9 2JB

Tel: 01702 478593 Fax: 01702 714812

[www.westleighjunior.co.uk](http://www.westleighjunior.co.uk)

Email: [office@westleigh-jun.southend.sch.uk](mailto:office@westleigh-jun.southend.sch.uk)



PORTICO  
ACADEMY TRUST

opening doors, unlocking potential

CEO - Mrs C. Woolf

26<sup>th</sup> November 2020

Dear Parents/Carers,

## Christmas Cards

For many years, it has been a tradition at West Leigh for the children to send Christmas cards to each other within school.

With the current COVID restrictions in place, our usual routine will need to be slightly adapted, but will still allow children to safely send cards to members of their own year group. Christmas post boxes will be available in each year group from Monday 7<sup>th</sup> December therefore any children wishing to send cards this year will need to post theirs in their year group box by Friday 11<sup>th</sup> December.

Cards will then be delivered to classrooms on Monday 14<sup>th</sup> December which will certainly bring lots of festive cheer as this will also be our Christmas Jumper day.

Thank you for your continued support at this time.

Yours sincerely,

Mrs Carr  
Assistant Headteacher