



West Leigh Junior School

Part of the Portico Academy Trust

Executive Headteacher - Mrs C. Woolf

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

Tel: 01702 478593 Fax: 01702 714812

www.westleighjunior.co.uk

Email: office@wljs.porticoacademytrust.co.uk



PORTICO
ACADEMY TRUST

opening doors, unlocking potential

CEO - Mrs C. Woolf

27 November 2023

Dear Parents / Carers

Mrs Halls, our Assistant Head / SENCo has secured a wonderful promotion to the position of Vice Principal at Friars Primary School, one of our family of schools within Portico. We are very proud of her and I am sure you will join us in congratulating her.

Although she will take up her new role in January, she will be supporting us for the next two terms in all SEND matters. I will be fully involved in all SEND discussions, for the next two terms, but Mrs Halls will be in evidence too.

We wish her all the best in her new, exciting role.

Yours sincerely

Mrs C Woolf
Executive Headteacher