



West Leigh Junior School

Part of the Portico Academy Trust

Executive Headteacher - Mrs C. Woolf

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opening doors, unlocking potential

CEO - Mrs C. Woolf

02 October 2023

Dear Parents/Carers,

Learning Conferences

On Wednesday 4th October we will be opening up booking for our face-to-face learning conferences with your child's class teacher(s). The conferences will be taking place in school on **Tuesday 17th October** and **Thursday 19th October** starting at 3.40pm and finishing at 7.00pm.

From 6.00pm on Wednesday 4th October, you will be able to go online and book a 10-minute appointment with the teachers for either of those days. We use a booking system called School Cloud and attached to this letter is a guide as to how to book your appointment. As you will see in the guide, you will need to go to <https://westleighjunior.schoolcloud.co.uk/> to book your appointment. You will then need to enter your name and email address, followed by your child's details. You will then be able to select the date and time that you would like to book. Following that, you will receive an email confirmation of your appointment. You will also be able to view your appointment if you log back into School Cloud. Please note the system will only allow one booking per child. Bookings will close on **Friday 13th October** at **4.00pm**.

You may bring your child(ren) along to the learning conferences to listen to the teacher(s) in a 3-way discussion, if you would like to do so. Please do not feel obliged to bring your child, especially if they're in years 3 and 4. If the teacher needs a confidential conversation without your child being present, they will organise it.

A further letter will be sent home in due course regarding the opportunity to meet with your child's maths teacher if this is not their class teacher.

If you have any difficulties making your appointment please contact the school office.

Yours sincerely,

Cheryl Woolf
Executive Headteacher